

LBWTM

COMMUNITY COLLEGE



COLLEGE CATALOG
and
STUDENT HANDBOOK
2023-2024

This publication is the official announcement of the program requirements and regulations of Lurleen B. Wallace Community College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice. Although every effort has been made to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistakes. This publication should not be considered a contract between the College and any student or prospective student. Courses and programs will not be continued when enrollment falls below minimum requirements. **The most current version of this publication can be found at www.lbwcc.edu.**

Should Lurleen B. Wallace Community College find any local policy or procedure herein to be contrary to the language or intent of policies and procedures found in the current edition of the Alabama Community College System Policy Manual or state or federal law, such local policy or procedure shall be null and void.

Nondiscrimination Policy - It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Lurleen B. Wallace Community College complies with **Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964.** Inquiries concerning compliance with these statutes may be directed to Jason Jessie, Dean of Student Affairs at 334.881.2245.

Lurleen B. Wallace Community College complies with federal regulations that guarantee the right of privacy and access to student records/information as established by the **Family Educational Rights and Privacy Act (FERPA) of 1974.**

Lurleen B. Wallace Community College complies with **Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.** If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to accessibility, please contact the ADA Coordinator on the respective campuses. For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2546. All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators

Andalusia Campus	Greenville Campus	Luverne Center	MacArthur Campus
Latrece Hall	Latrece Hall	Wendy Johnson	Wendy Johnson
334-881-2271	334-881-2271	334-493-5333	334-493-5333

In accordance with federal regulations as set forth by the **Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA),** Consumer Disclosure information for LBWCC can be found on the College website at www.lbwcc.edu. Gainful Employment disclosure information for technical programs is located on the website at http://www.lbwcc.edu/academics/careertechnical_division/programs.aspx

Accreditation

Lurleen B. Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates degrees. Lurleen B. Wallace Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lurleen B. Wallace Community College may be directed in writing to the Southern Association of Colleges and Schools Commission of Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500 or by using information available on SACSCOC's website (www.sacscoc.org).

Program Accreditations

Associate Degree Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, <http://www.acenursing.com/accreditedprograms/programsearch.htm>

Automotive Mechanics is accredited by the ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401, Leesburg, VA 20176 (www.aseeducation.org).

Diagnostic Medical Sonography is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS),

Commission on Accreditation of Allied Health Education Programs

9355 – 113th St. N, #7709

Seminole, FL 33775

727-210-2350

www.caahep.org

Emergency Medical Services Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

9355 – 113th St. N, #7709

Seminole, FL 33775

727-210-2350

www.caahep.org

Emergency Medical Services EMT Certificate and AEMT Certificate are approved by the Alabama Department of Public Health, Office of EMS and Trauma.

Practical Nursing is accredited the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, <http://www.acenursing.com/accreditedprograms/programsearch.htm>

Physical Therapist Assistant Program

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria VA 22305-3085; phone 703.706.3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia, 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 334-881-2353 or email tdougherty@lbwcc.edu.

Commission on Accreditation in Physical Therapy
Education APTA Headquarters
Accreditation Department
3030 Potomac Ave., Suite 100
Alexandria, Virginia 22305-3085
<http://www.capteonline.org>

Contact Information

www.lbwcc.edu

General mailing addresses, phone numbers, and fax numbers for each of the Lurleen B. Wallace Community College locations are shown below. When calling the main phone number, (334-222-6591), the answering system will prompt the entering of the extension number of the person to whom one wishes to speak. A directory of college personnel, which includes extension numbers and email addresses can be accessed from the College's website by using the following link <http://www.lbwcc.edu/employee-directory>

Andalusia Campus	Greenville Campus	Luverne Center	MacArthur Campus
P.O. Box 1418	750 Greenville By-Pass	886 Glenwood Road	P.O. Box 910
Andalusia, AL 36420	Greenville, AL 36037	Luverne, AL 36049	Opp, AL 36467
334-222-6591	334-382-2133	334-335-2187	334-493-3573
fax 334-881-2300	fax 334-382-2215	fax 334-335-2057	fax 334-493-7003



Dear Student or Prospective Student:

Lurleen B. Wallace Community College has a long history of excellence. The College has served the people of south Alabama for over 50 years with affordable academic, technical, and workforce programs. We offer a variety of programs on each of our campuses as well as virtual options which allow for flexible scheduling. Our mission is to provide high-quality education, training, and cultural enrichment to the citizens of our service area. All students benefit from the expertise and dedication of our caring faculty and staff.

Each year the College offers scholarships to qualified students in the areas of academics, athletics, leadership, performing arts, and service. In addition to the traditional scholarships offered by the College, scholarships are also available through the Lurleen B. Wallace Community College Foundation.

Personally, LBW holds a special place in my heart as I am a product of the Alabama Community College System. I grew up in Opp and graduated from LBW. During my time at LBW, I was a member of the Saints Baseball Team before transferring to Troy University to extend my playing career. I know first-hand how the two-year college system can change the lives of students.

Post-Secondary Education and success looks different for each of us. Contrary to popular belief, college is for everyone. It is our goal at LBW to help design a personalized career pathway that works for each individual and his or her schedule. LBW is here to help our students meet their educational goals no matter their situation. The College serves high school students, traditional and non-traditional college students, veterans, and incumbent workers. We provide world-class, affordable education and training for our diverse community.

LBW is actively involved in addressing the ever-changing educational, economic, and cultural needs of the state. The College offers dual enrollment, technical training, 2-to-4-year transfer, adult education, and community education that prepares students for Alabama's growing workforce. We work closely with our community leaders to produce the skilled workers needed in today's economy.

The College is committed to economically changing the region in which we serve by innovative technology and progressive thinking. We are committed to our mission of Teaching. Learning. Growing. Enriching. Our faculty and staff are here to help you succeed and write your success story. Welcome to LBW!

Sincerely,

Brock Kelley, Ph.D.
President

Andalusia Campus
P. O. Box 1418
Andalusia, AL 36420
(334) 222-6591

Greenville Campus
750 Greenville By-Pass
Greenville, AL 36037
(334) 382-2133

Luverne Center
P. O. Box 555
Luverne, AL 36049
(334) 335-2187

MacArthur Campus
P.O. Box 910
Opp, AL 36467
(334) 493-3573



2023-2024 Academic Calendar

FALL SEMESTER 2023

FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	AUGUST 16
FACULTY WORK DAYS	AUGUST 16-18
LAST REGISTRATION DAY/TUITION DUE	AUGUST 20
CLASSES BEGIN	AUGUST 21
LABOR DAY HOLIDAY (COLLEGE CLOSED)	SEPTEMBER 4*
SPRING REGISTRATION FOR STUDENTS WITH ≥ 30 CREDIT HOURS	OCTOBER 23
SPRING REGISTRATION FOR STUDENTS WITH ≤ 29 CREDIT HOURS	OCTOBER 30
VETERANS DAY HOLIDAY (COLLEGE CLOSED)	NOVEMBER 10*
PROFESSIONAL DEVELOPMENT	NOVEMBER 20-22*
THANKSGIVING HOLIDAYS (COLLEGE CLOSED)	NOVEMBER 23-24*
FACULTY WORKDAYS	DECEMBER 18-21
CHRISTMAS HOLIDAYS (COLLEGE CLOSED)	DECEMBER 22-JANUARY 1*

FULL SESSION (AUGUST 21-DECEMBER 15)

CLASSES BEGIN	AUGUST 21
DROP/ADD AND LATE REGISTRATION	AUGUST 24
MID-TERM	OCTOBER 13
STUDENTS HAVE EARNED 100% PELL	OCTOBER 24
LAST DAY TO WITHDRAW	NOVEMBER 14
FINAL EXAMS	DECEMBER 11-15
GRADES DUE	DECEMBER 18 BY NOON

MINI-TERM 1 (AUGUST 21-OCTOBER 13)

CLASSES BEGIN	AUGUST 21
DROP/ADD AND LATE REGISTRATION	AUGUST 22
STUDENTS HAVE EARNED 100% PELL	SEPTEMBER 22
LAST DAY TO WITHDRAW	OCTOBER 4
FINAL EXAMS	OCTOBER 12-13
GRADES DUE	OCTOBER 17 AT NOON

MINI-TERM 2 (OCTOBER 16-DECEMBER 15)

CLASSES BEGIN	OCTOBER 16
DROP/ADD AND LATE REGISTRATION	OCTOBER 17
STUDENTS HAVE EARNED 100% PELL	NOVEMBER 16
LAST DAY TO WITHDRAW	DECEMBER 6
FINAL EXAMS	DECEMBER 14-15
GRADES DUE	DECEMBER 18 BY NOON

MINI-TERM 3, PTA ONLY (AUGUST 21-SEPTEMBER 29)

CLASSES BEGIN	AUGUST 21
DROP/ADD AND LATE REGISTRATION	AUGUST 22
STUDENTS HAVE EARNED 100% PELL	SEPTEMBER 14
LAST DAY TO WITHDRAW	SEPTEMBER 22
FINAL EXAMS	SEPTEMBER 29
GRADES DUE	OCTOBER 3 BY 5:00 PM

MINI-TERM 4, PTA ONLY (OCTOBER 2-OCTOBER 27)

CLASSES BEGIN	OCTOBER 2
DROP/ADD AND LATE REGISTRATION	OCTOBER 3
STUDENTS HAVE EARNED 100% PELL	OCTOBER 17
LAST DAY TO WITHDRAW	OCTOBER 24
FINAL EXAMS	OCTOBER 27
GRADES DUE	OCTOBER 31 BY 5:00 PM



2023-2024 Academic Calendar

MINI-TERM 5, PTA ONLY (OCTOBER 30-DECEMBER 15)

CLASSES BEGIN	OCTOBER 30
DROP/ADD AND LATE REGISTRATION	OCTOBER 31
STUDENTS HAVE EARNED 100% PELL	NOVEMBER 30
LAST DAY TO WITHDRAW	DECEMBER 8
FINAL EXAMS	DECEMBER 15
GRADES DUE	DECEMBER 18 BY NOON

MINI-TERM 6 (DECEMBER 4-DECEMBER 15)

CLASSES BEGIN	DECEMBER 4
DROP/ADD AND LATE REGISTRATION	DECEMBER 5
STUDENTS HAVE EARNED 100% PELL	DECEMBER 11
LAST DAY TO WITHDRAW	DECEMBER 14
FINAL EXAMS	DECEMBER 15
GRADES DUE	DECEMBER 18 BY NOON

SPRING SEMESTER 2024

FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	JANUARY 3
FACULTY WORKDAYS	JANUARY 3-5
LAST REGISTRATION DAY/TUITION DUE	JANUARY 7
CLASSES BEGIN	JANUARY 8
MARTIN LUTHER KING, JR. HOLIDAY (COLLEGE CLOSED)	JANUARY 15*
SPRING BREAK	MARCH 23-31*
SUMMER/FALL REGISTRATION FOR STUDENTS WITH ≥ 30 CREDIT HOURS	APRIL 15
SUMMER/FALL REGISTRATION FOR STUDENTS WITH ≤ 29 CREDIT HOURS	APRIL 22
FACULTY WORK DAYS	MAY 6-10
GRADUATION	MAY 10

FULL SESSION (JANUARY 8-MAY 3)

CLASSES BEGIN	JANUARY 8
DROP/ADD AND LATE REGISTRATION	JANUARY 11
MID-TERM	MARCH 4
STUDENTS HAVE EARNED 100% PELL	MARCH 12
LAST DAY TO WITHDRAW	APRIL 9
FINAL EXAMS	APRIL 29-MAY 3
GRADES DUE	MAY 6 BY 5:00 PM

MINI-TERM 1 (JANUARY 8-FEBRUARY 29)

CLASSES BEGIN	JANUARY 8
DROP/ADD AND LATE REGISTRATION	JANUARY 9
STUDENTS HAVE EARNED 100% PELL	FEBRUARY 8
LAST DAY TO WITHDRAW	FEBRUARY 21
FINAL EXAMS	FEBRUARY 29
GRADES DUE	MARCH 4 BY 5:00 PM

MINI-TERM 2 (MARCH 4-MAY 3)

CLASSES BEGIN	MARCH 4
DROP/ADD AND LATE REGISTRATION	MARCH 5
STUDENTS HAVE EARNED 100% PELL	APRIL 13
LAST DAY TO WITHDRAW	APRIL 23
FINAL EXAMS	MAY 1-3
GRADES DUE	MAY 6 BY 5:00 PM



2023-2024 Academic Calendar

MINI-TERM 3, PTA ONLY (JANUARY 8-JANUARY 26)

CLASSES BEGIN	JANUARY 8
DROP/ADD AND LATE REGISTRATION	JANUARY 9
STUDENTS HAVE EARNED 100% PELL	JANUARY 19
LAST DAY TO WITHDRAW	JANUARY 24
FINAL EXAMS	JANUARY 26
GRADES DUE	JANUARY 30 BY 5:00 PM

MINI-TERM 4, PTA ONLY (JANUARY 29-FEBRUARY 23)

CLASSES BEGIN	JANUARY 29
DROP/ADD AND LATE REGISTRATION	JANUARY 30
STUDENTS HAVE EARNED 100% PELL	FEBRUARY 13
LAST DAY TO WITHDRAW	FEBRUARY 20
FINAL EXAMS	FEBRUARY 23
GRADES DUE	FEBRUARY 27 BY 5:00 PM

MINI-TERM 5, PTA ONLY (FEBRUARY 26-APRIL 26)

CLASSES BEGIN	FEBRUARY 26
DROP/ADD AND LATE REGISTRATION	FEBRUARY 27
STUDENTS HAVE EARNED 100% PELL	APRIL 6
LAST DAY TO WITHDRAW	APRIL 17
FINAL EXAMS	APRIL 26
GRADES DUE	APRIL 30 BY 5:00 PM

MINI-TERM 6, PTA ONLY (APRIL 29-MAY 3)

CLASSES BEGIN	APRIL 29
DROP/ADD AND LATE REGISTRATION	APRIL 30
STUDENTS HAVE EARNED 100% PELL	MAY 2
LAST DAY TO WITHDRAW	MAY 2
FINAL EXAMS	MAY 3
GRADES DUE	MAY 6 BY 5:00 PM

SUMMER SEMESTER 2024

FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	MAY 17
FACULTY WORK DAY	MAY 20-21
LAST REGISTRATION DAY/TUITION DUE	MAY 21
CLASSES BEGIN	MAY 22
MEMORIAL DAY (COLLEGE CLOSED)	MAY 27*
LBW EXPERIENCE, GREENVILLE (NO CLASSES IN GREENVILLE, LUVERNE)	JUNE 17*
LBW EXPERIENCE, MACARTHUR (NO CLASSES IN MACARTHUR)	JUNE 18*
JUNETEENTH HOLIDAY (COLLEGE CLOSED)	JUNE 19*
LBW EXPERIENCE ANDALUSIA (NO CLASSES IN ANDALUSIA)	JUNE 20*
INDEPENDENCE DAY HOLIDAY (COLLEGE CLOSED)	JULY 4*
FACULTY WORKDAYS	AUGUST 6

FULL SESSION (MAY 22-AUGUST 5)

CLASSES BEGIN	MAY 22
DROP/ADD AND LATE REGISTRATION	MAY 23
MID-TERM	JUNE 28
STUDENTS HAVE EARNED 100% PELL	JULY 6
LAST DAY TO WITHDRAW	JULY 23
FINAL EXAMS	AUGUST 5
GRADES DUE	AUGUST 6 BY 5:00 PM



2023-2024 Academic Calendar

MINI-TERM 1 (MAY 22-JUNE 28)	
CLASSES BEGIN	MAY 22
DROP/ADD AND LATE REGISTRATION	MAY 23
STUDENTS HAVE EARNED 100% PELL	JUNE 13
LAST DAY TO WITHDRAW	JUNE 24
FINAL EXAMS	JUNE 28
GRADES DUE	JULY 2 BY 5:00 PM
MINI-TERM 2 (JULY 1-AUGUST 5)	
CLASSES BEGIN	JULY 1
DROP/ADD AND LATE REGISTRATION	JULY 2
STUDENTS HAVE EARNED 100% PELL	JULY 22
LAST DAY TO WITHDRAW	JULY 30
FINAL EXAMS	AUGUST 5
GRADES DUE	AUGUST 6 BY 5:00 PM

*Students do not attend class on these dates, which may vary by campus during the summer. If classes are cancelled due to inclement weather, faculty workdays or exam days may be designated as make-up days.

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INTRODUCTION TO THE COLLEGE

History of the College

Douglas MacArthur State Technical College

On May 2, 1963, Governor George C. Wallace announced that Opp would be the site of a postsecondary technical institution that would serve five South Alabama counties. A local committee chaired by Opp City Schools Superintendent Vernon L. St. John directed plans for the construction of the school one mile north of downtown Opp on a 100 acre campus provided by the City of Opp and the Covington County Board of Revenue. Mr. E. C. Nevin, then principal of Kinston High School, was appointed President.

On November 22, 1965, Douglas MacArthur State Technical College opened its doors, admitting 116 students in twelve departments. The campus consisted of four buildings, the George C. Wallace Administration Building and three shop buildings.

In the next several years, six additional buildings were added to the campus. These were the Gaines Ray Jeffcoat Building, the Vernon L. St. John Building, the Henry R. Donaldson-Bennie Foreman Building, the E. Claude Nevin Building, an electronics building and the Student Center.

Mr. E. Claude Nevin retired in December of 1982, and Dr. Raymond V. Chisum was appointed President in January of 1983. The Raymond V. Chisum Health Sciences Building was added in 1996. After Dr. Chisum's retirement in August of 1996, Mr. L. Wayne Bennett was named Interim President and served until the merger with Lurleen B. Wallace Junior College in January of 2003.

Lurleen B. Wallace Junior College

On December 14, 1967, the Alabama State Board of Education authorized the development of a junior college to be located in Andalusia, Alabama. On August 15, 1968, the State Board of Education named the College the Lurleen Burns Wallace State Junior College in honor of the former governor. Dr. William H. McWhorter was appointed the first president. In September of 1969, the College opened in the Bethune School, a temporary location leased from the Covington County Board of Education. In May of 1970, the College moved to its new campus consisting of 112 acres, an administration/classroom building and physical education dressing rooms.

The 160-acre Andalusia Campus consists of nine buildings, six lighted tennis courts, a lighted baseball field, a lighted softball field, a two-mile scenic trail, a nine-hole golf course and driving range, and expansive parking. Dr. and Mrs. Solon Dixon of Andalusia, Alabama, through the Solon and Martha Dixon Foundation, have provided more than \$3 million through the years for facility development, such as the Solon and Martha Dixon Center for the Performing Arts and the Dixon Conference Center.

On August 31, 1990, Dr. William H. McWhorter retired and Dr. James D. Krudop was named as

Interim President until February 1, 1991, when Mr. Seth Hammett was selected as the new President. Extensive renovation, remodeling, and refurbishing of the infrastructure of the College took place with twenty-six major projects undertaken.

On October 6, 1992, groundbreaking ceremonies took place for construction of a new 11,300 square foot facility on seventeen acres of property in Greenville, Alabama. This facility opened for classes in the fall of 1993.

President Hammett retired in June of 2002, and Dr. James D. Krudop served as Interim President until the merger with Douglas MacArthur State Technical College in January of 2003.

Lurleen B. Wallace Community College

On January 23, 2003, the Alabama State Board of Education took official action to merge Lurleen B. Wallace Junior College and Douglas MacArthur State Technical College. Dr. Edward Meadows was appointed President on that date with the responsibility of providing leadership to bring about the consolidation of these two colleges to create Lurleen B. Wallace Community College. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognized the two institutions as a singly accredited community college in December, 2003. The Alabama State Board of Education took final action regarding the merger in December, 2003, and the U.S. Department of Education recognized the two colleges as a single institution in January, 2004. The successful consolidation resulted in a multi-campus comprehensive community college serving the counties of Butler, Crenshaw, Coffee, Covington, and Geneva, Alabama. Campuses are located in Andalusia, Greenville, and Opp, and an instructional center is located in Luverne.

In 2004, a ten-year Facilities Master Plan was developed to facilitate the programmatic growth of the College as a result of the consolidation and expanded mission of the College. Major renovations and new construction were undertaken at the Andalusia and MacArthur campuses to accommodate new programs and courses. In 2005, construction of a 30,000 square foot technology center was initiated on the Greenville campus to facilitate the expanded comprehensive mission of that campus.

In January, 2006, the College established a center in Luverne with the primary function of offering adult education and training for business and industry. Classes were held in the former National Guard Armory which was leased from the Armory Commission. The State Board of Education approved the purchase of the Luverne facility in July, 2007. In February 2015, SACSCOC gave its approval to offer complete programs of the College at this center.

In October, 2006, the Vermelle Evers Donaldson Cosmetic Arts Center was dedicated on the MacArthur Campus. In November, 2007, the College celebrated the completion of two new buildings, the Child Development Center on the Andalusia Campus and the Technology Building on the Greenville Campus.

Dr. Meadows retired as President in August, 2008 and Mr. L. Wayne Bennett served as Interim

President of the College until December 31, 2008. On January 1, 2009, Dr. Herbert H. J. Riedel began his service as President of Lurleen B. Wallace Community College.

The Wendell Mitchell Conference Center on the Greenville Campus was completed in August, 2009. Renovations to the Luverne Center were completed in 2009 as well. This year also saw completion and implementation of the College's five-year strategic plan.

Renovation to the Martha and Solon Dixon Center for the Performing Arts entrance was completed in 2010 and a landscape enhancement plan for the Andalusia Campus was developed. The first phase was completed in 2012, and included a drop-off area in front of the performing arts center, an enhanced streetscape along Dannelly Boulevard with improved drainage, new curbs, angled parking, more than 40 new trees, and additional attractive street lightning. A concrete patio with picnic tables and benches was also added in front of the Jeff Bishop Student Center as a place for students to sit and relax outdoors.

A collaborative effort between LBWCC, the LBWCC Foundation, and local, state, and national government entities resulted in the creation of Saints Hall in 2013, a Foundation-owned student housing apartment complex adjacent to the Andalusia campus. This collaboration resulted in the College being named a 2014 Bellwether Award Finalist by the Community College Futures Assembly.

In 2015, following the passage of Alabama Act No. 2015-125, LBWCC was placed under the governance control of the newly created Board of Trustees of the Alabama Community College System. That same year, LBWCC celebrated the 50th anniversary of providing higher education in South Alabama.

In 2016, LBWCC received a five-year, \$2.25 million grant under the U.S. Department of Education's Title III "Strengthening Institutions" program. This grant is designed to improve academic and student services and includes online advising and early intervention tools, success coaches, and resources for starting a new Physical Therapist Assistant program.

In 2017, the College's federally funded Upward Bound program was not refunded and ceased operation. However, a grassroots community effort secured sufficient local funds to start a new program, called Apex, which serves the same population of high school students to prepare them for college success.

As a result of several initiatives contained in the 2014 -2019 Strategic Plan, LBWCC won national recognition in 2018 as an AACC Awards of Excellence finalist in Student Success, based on exceptional increases in fall to fall retention, graduation rates, and other measures.

The members of the Douglas MacArthur State Technical College Foundation (DMSTCF) and the Lurleen B. Wallace Community College Foundation (LBWCCF) voted in May 2019 to merge the DMSTCF into the LBWCCF. The combined Foundation will administer endowed scholarship funds from both prior foundations and raise money to support students at all locations of LBWCC.

On June 12, 2019, the ACCS Board of Trustees authorized LBWCC to enter into an agreement with the LBWCC Foundation for the lease, operation, and management of the Foundation's student residential property known as Saints Hall. Under the terms of this agreement, the College had the option to purchase the housing complex for a nominal amount at the end of the United States Department of Agriculture loan, on January 8, 2044.

Following the retirement of Dr. Herbert H. J. Riedel, the Alabama Community College System appointed Mr. Bryan Helms as Acting President of Lurleen B. Wallace Community College on September 3, 2019. Mr. Helms served in this role until December 31, 2019. Effective January 2, 2020, The Alabama Community College System appointed Dr. Chris Cox as Interim President of Lurleen B. Wallace Community College.

LBWCC's 2020-2025 Strategic Plan was approved by the College's Executive Council on February 11, 2020. The goals and objectives in this document will serve as a roadmap to guide the College over the next several years.

Dr. Chris Cox completed his service as LBWCC's Interim President on September 30, 2020. Dr. Brock Kelley was appointed Interim President of Lurleen B. Wallace Community College on October 1, 2020. Dr. Kelley served in this role until his appointment by the Alabama Community College System as the President of Lurleen B. Wallace Community College on December 1, 2020.

On March 10, 2021, the ACCS Board of Trustees approved an Authorizing Resolution for Lurleen B. Wallace Community College which set forth the refunding of the previously approved Revenue Bonds, Series 2005 and the LBWCC Foundation's 2013 United States Department of Agriculture Lease for the purchase and prepayment of the USDA loan. On May 18, 2021, the College exercised this option and assumed the debt and ownership of the student residential property known as Saint Hall. The debt for Saints Hall was added to the College's Revenue Refunding Bonds, Series 2021.

COLLEGE MISSION

Mission Statement

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growth by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment.

Vision Statement

As a leader in accessible, innovative education and training for a diverse community, Lurleen B. Wallace Community College will be the institution of choice for student success.

Values Statement

Accessibility

We provide affordable academic, technical, and workforce programs with multiple class formats and flexible scheduling at several locations

Community

We enhance the culture and strengthen the economy in our local communities through civic engagement and strategic partnerships.

Diversity

We value the individuality of students and employees and believe that inclusion enriches the educational experience and the college environment.

Excellence

We embrace quality by continuously improving instructional programs, administrative processes, and student services.

Success

We foster success through support networks that create opportunities for student achievement.

General Education Competencies

In support of the college mission and its priority to expand and strengthen program offerings that prepare students for entry to colleges and universities and/or the workforce, the College has identified the following general education competencies:

1. Students will communicate effectively.
2. Students will demonstrate computer literacy.
3. Students will think critically.
4. Students will utilize mathematical problem solving skills.

The College assesses student attainment of these competencies each year.

ADMISSIONS

Lurleen B. Wallace Community College accepts students who meet the requirements for admission listed below. It is the official policy of the Alabama Community College System and Lurleen B. Wallace Community College, a postsecondary institution under its control, that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. Disabled individuals who require reasonable accommodations (including auxiliary aids and services) should contact the ADA Coordinator on the respective campuses.

Admission of First-Time College Students

A student who has no prior postsecondary experience after graduating high school or completing the GED is considered a First-Time Freshman. First Time Freshman are required to submit the following:

- Admission Application
- Official final high school transcript with proof of graduation or GED.
- Official transcript(s) of all college(s) attended (if applicable).

In the event that Lurleen B. Wallace has reasons to believe the high school transcript or GED Certificate provided to the College is not valid, then the College may 1) request documentation from the secondary school that confirms the validity of the student's diploma, and/or 2) confirm with or request documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

NOTATION: Conditional admission may be granted to an applicant if the College has not received the required documents as listed above prior to the first term of enrollment. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. The College may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit.

Admission of Ability to Benefit Students

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meets all criteria listed below:

- Students must be co-enrolled in the Adult Education Program and a program of study.
- The chosen program of study must be defined as an eligible career pathway under the Workforce Innovation and Opportunity Act (WIOA) and by federal Pell Grant Ability to Benefit criteria.

The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited or to assure ability-to-benefit.

Admission of Students Seeking Re-Admission

Students returning to Lurleen B. Wallace Community College after one or more terms of non-attendance (excluding summer terms) are required to submit an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended since the last date of attendance at Lurleen B. Wallace Community College or either of its former entities: Lurleen B. Wallace Junior College or Douglas MacArthur State Technical College. Students who have not been in attendance for five or more years may also be required to submit the admission documents required of first-time college students.

Returning students are eligible for readmission only if they are in good standing from the last term of attendance. Students who are not in good standing or who have not served designated suspension periods may request readmission by written appeal to the Admissions Appeals Committee. Returning students will follow the most current curriculum requirements for their program of study upon readmission to the College.

An Ability to Benefit student seeking re-admission will not be required to retake the Ability to Benefit assessment if they have successfully completed 6 or more semester hours. Otherwise, they will need to retest and meet the current score requirements.

Re-admission of U.S. Armed Forces Members

In the event that a student can no longer attend Lurleen B. Wallace Community College due to military service, it is the policy of LBWCC that service members shall be readmitted with the same academic status as he/she had when last attending or accepted admission to the College. An eligible service member qualifies if (a) the College is given notice of the service member's absence for service; (b) the cumulative length of absences from the College by reason of service does not exceed five years; (c) the service member gives notice of his/her intent to return by the applicable time limit.

Admission of Transfer Students

A student who has previously attended another college or university after graduating high school is considered a transfer student and must submit the following:

- Admission Application
- Official final high school transcript with proof of graduation or GED. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) of all college(s) attended.

NOTATION: Conditional admission may be granted to an applicant if the College has not received

the required documents as listed above prior to the first term of enrollment. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. The College may establish additional admission requirements when student enrollment must be limited.

Initial Academic Status of Transfer Students

A transfer student 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.

A transfer student 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.

An applicant, who has been academically suspended from another regionally accredited postsecondary institution, may be admitted as a transfer student only after following the appeal process established at the college for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL— ACADEMIC PROBATION.

Transfer Credit Evaluation Policy

Prospective students who have earned college credits at another institution must present an official transcript to the Director of Admissions and Records at least one month prior to registering for classes. The transcript will be evaluated and transfer credit will be determined as soon as possible. Requests for transfer credit presented to the Director of Admissions and Records in an untimely manner will be evaluated as time permits.

General Principles for Transfer of Credit

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, recognized guides which aid in the evaluation of credit will be used. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
2. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Transfer of Students between Programs within the Institution

An enrolled student may transfer to a different program of study if he/she meets admission requirements and there is a vacancy in the program. Any academic credit previously earned which is applicable to the new program of study will be transferred.

Admission of Transient Students

A transient/transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter or transient form from the institution which certifies that the credit earned at the College will be accepted as a part of the student's academic program. Such a student is not required to file transcripts of previously earned credits at other postsecondary institutions.

Prior Learning Assessment

Lurleen B. Wallace Community College recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to nationally recognized examinations, credit awarded for prior learning, military training credit, and local and state-wide articulation agreements. Credit awarded through non-traditional means shall not be included in the 25 percent of total credit hours that must be completed at the college granting the degree.

1. **Nontraditional Credit: Academic**

Credit Awarded for Examination – College credit may be awarded through nationally recognized examinations such as: Advanced Placement (AP); College Level Examination Program (CLEP); United States Armed Forces Institute (USAFI); Defense Activity for Non-traditional Education Support (DANTES/DSST); or through examinations (challenge exams) developed by the college.

2. **Credit awarded for transcribed military training**

- A. Credit may be awarded for academic and technical courses based on equivalent transcribed military training as shown on an ACE Joint Service Transcript or an official transcript from the Community College of the Air Force.
- B. Evaluation of military transcripts will be conducted by the college's registrar in cooperation with the subject matter expert for the credit under consideration.

3. **Nontraditional Credit: Career and Technical Education Credit Awarded for Articulation**

- A. Students completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit to the Alabama Community College System institution of their choice offering the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.

4. Awarding Credit Through Prior Learning Assessment

- A. Prior Learning Assessment (PLA) is a means for a student to receive college level credit for experiential learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. Awarding of credit through PLA relies heavily on aligning knowledge and skills gained through experience with learning outcomes found in traditional courses of higher education. To facilitate the awarding of credit, the College has developed a series of Prior Learning Inventories for applicable technical programs. These inventories provide a detailed list of course learning objectives for each program and align those with relevant industry credentials and experiences, identified by LBWCC technical faculty members, that will be accepted for prior learning credit. Inventories are updated regularly and kept on file with the Director of Admissions and Records.
- B. Course credit earned from prior learning shall be noted on the student's transcript as having been awarded through PLA.

Admission of Accelerated High School Students

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit.

A student is eligible for early admission if the student meets all of the following criteria:

1. The student has successfully completed the tenth grade;
2. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
3. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example, a student may not take English Composition until all required high school English courses have been completed).
4. Students are required to complete the placement assessment or document ACT scores of 18 or higher in English and 20 or higher in mathematics and reading.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards in Alabama Administrative Code section 290-8-9-12.

Admission of Dual Enrollment/Dual Credit for High School Students

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit 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 homeschool/private tutor pursuant to § 16-28-5 of the Code of Alabama 1975.

Eligibility

To be eligible for admission, Dual Enrollment for Dual Credit Students must meet the following criteria:

- 1) Students must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. Students must submit the following documentation: admission application, high school transcript, and written approval from a school administrator.
- 2) Students must comply with the identification requirements prescribed in the general admission procedure. ACCS institutions may accept a student information system profile sheet for identification.
- 3) Students must be rising 10th, 11th, or 12th graders as defined by each secondary education entity's promotion/retention policy. An exception may be granted through ACCS waiver requests including but not limited to students documented as gifted under Alabama Administrative Code §290-8-9.12.
- 4) Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Exceptions may be granted per program through ACCS waiver requests.
- 5) Students must have the written approval of a secondary school official. Dual Enrollment for Dual Credit eligibility for students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- 6) The ACCS institution has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

Placement and Prerequisites

Dually enrolled students registering for college-level English or math courses must be placed into courses using the current ACCA-approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels.

Students must meet all applicable prerequisites prior to enrolling in courses.

Continuous Eligibility

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program, as specified in Section 2, will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum 2.5 unweighted grade point average requirement. No student will be allowed to re-enroll as a dual enrollment student after his or her second suspension. Students with extenuating circumstances who wish to appeal their suspension under this policy may submit a "Continuous Eligibility Appeal Form" to the Dean of Instruction. All appeals will be reviewed by the Dual

Enrollment Appeals Committee and should be submitted no later than 10 days before the first day of the term in which the student is requesting to re-enroll.

Course Offerings

Dual Enrollment for Dual Credit courses offered by LBWCC are of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curricula will not be modified. Courses may be offered at approved locations on or off the institution's campus(es) and through various methods of delivery. Courses may be canceled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered by LBWCC shall be drawn from the institution's academic inventory of credit courses. Courses below 100 are not eligible for Dual Credit. Co-requisite courses above 100 are eligible.

Course Auditing

Dually enrolled students may not audit courses.

Combined Courses

Dually enrolled and non-dually enrolled secondary students may be concurrently taught in the same course. LBWCC ensures that the instruction is taught at the collegiate level, is in compliance with the syllabus of the college course, and that such compliance is documented and monitored on a regular basis. Prior coordination between the college and the secondary educational entity is properly conducted to eliminate any issues with this type of course delivery.

Adherence to College Policies and Requirements

Dual Enrollment for Dual Credit programs must operate on LBWCC's schedule, which may vary greatly from the secondary school schedule. Students must follow the institution's schedule for Dual Enrollment for Dual Credit courses. LBWCC is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, and the Student Code of Conduct. LBWCC reserves the right to refuse re-admission to any student who violates institutional policies.

Provisions for Disability Services and Accommodations

LBWCC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which prohibit discrimination against individuals with disabilities who are otherwise qualified for ACCS programs and services.

Students who submit documentation of qualifying disabilities and meet the prerequisites of ACCS courses will be provided reasonable accommodations that allow equal access. LBWCC does not provide equivalent accommodations as the secondary educational entity. Modification of curriculum is not permitted.

Tuition, Fees, and Associated Costs

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials, and supplies as required in the syllabus of each course and institutional policy unless covered by the Dual Enrollment Scholarship or alternative funding sources. Students must adhere to institutional financial policies and deadlines to avoid being automatically dropped from course rolls.

Dual Enrollment for Dual Credit Limitations

Student enrollment in a combined number of secondary and college courses per term will not exceed that which is educationally sound as determined by the institution and the secondary educational entity.

ACCS imposes neither semester nor lifetime credit limits for Dual Enrollment students. Credits earned in excess of the secondary educational entity's graduation requirements might not result in dual credit on the secondary school transcript.

Change in Status Notification

The appropriate secondary educational entity will be notified of any enrollment status change, including, but not limited to, non-attendance, withdrawals, and drops for nonpayment. Academic Record All dual credit becomes part of a student's permanent college transcript and must be reported to any college attended in the future. Failing or withdrawing from a course may impact a student's Satisfactory Academic Progress (SAP) and the availability of future financial aid. Detailed information about SAP and financial aid requirements can be found in the "Financial Aid Satisfactory Academic Progress Policy" section of the College Catalog and Student Handbook.

Federal Family Educational Rights and Privacy Act (FERPA)

Parents may access student records regarding Dual Credit through the secondary educational entity according to the regulations set forth in the Family Education Rights and Privacy Act (FERPA) regarding college students. ACCS institutions and LEAs may share student records under FERPA under the conditions outlined in 20 U.S.C. § 1232g; 34 CFR § 99.31. Students may complete an "Authorization for the Release of Records" form through the Admissions Office if they wish to release their academic records, financial information, and/or disciplinary information to parents, guardians, or others. Additional information about privacy rights can be found in the "Federal Family Educational Rights and Privacy Act" section of the College Catalog.

Statewide Articulation for Career and Technical Courses

To receive articulated credit for career and technical courses from secondary education institutions, a student must submit a completed *Articulation Credit Request* to the College at the time of college registration. These forms may be obtained from the Dean of Instruction or high school career technical administrators and career technical instructors. Statewide articulation agreements are revised as needed by the Alabama Community College System and State Department of Education. Students completing the quality assurance criteria outlined below will receive articulated credit to the Alabama College System institution of their choice offering the corresponding program of study. Performance or knowledge testing of secondary program

graduates is not required as part of the articulation process.

Course Articulation Quality Assurance Criteria:

1. A current Statewide Career/Technical Education Course Articulation Agreement (the “articulation agreement”) is in effect for the postsecondary course for which articulation credit is sought.
2. The secondary courses applicable to the articulation agreement are certified under the Alabama State Department of Education Business and Industry Certification (BIC) standards.
3. Teachers of the secondary courses for which articulation credit is sought were certified by the Alabama State Board of Education to teach those courses at the time the student passed the course(s), and meet instructor qualifications established by the Alabama State Board of Education for postsecondary instructors of the collegiate course(s) in which articulated credit is requested.
4. The student must have earned a letter grade of “B” (3.0 on a 4.0 scale) or higher in the secondary course(s) for which articulation is being sought.
5. The student must be admitted to the College from which articulation credit is granted.
6. Colleges may grant articulated credit for courses not within the student’s declared program of study.
7. Articulation credit must be requested by the student no later than 16 months of high school graduation.
8. Coursework completed in grades 10 through 12 is eligible for articulated credit.
9. Articulation credit is not available in postsecondary courses if granting such credit violates policies or regulations of licensure agencies or regulatory boards.
10. The secondary teacher or Career/Tech Administrator is authorized to provide certification signatures.

The following LBWCC courses are included in the State Wide Articulation Agreement:

Postsecondary Course		Credit Value	Secondary Course Numbers	Required Secondary Course(s)
Child Development (CHD)				
100	Introduction to Early Care and Education of Children	3	510021	Child Development and
			460009	Education and Training
				or
			460013	Early Childhood Education I and
			460014	Early Childhood Education II
202	Children’s Creative Experiences	3	510021	Child Development and
			510043	Creative Arts
Computer Science (CIS)				
113	Spreadsheet Software Applications	3	450006	Business Technology Applications and
			450031	Business Technology Applications – Advanced
Cosmetology (COS)				
111 and 112	Introduction to Cosmetology and Introduction to Cosmetology Lab	6	510060	Introduction to Cosmetology
117 and 118	Basic Spa Techniques and Basic Spa Techniques Lab	6	510063	Introduction to Spa Techniques and
			510064	Advanced Spa Techniques Applications
Industrial Electronics (ILT)				
160	DC Fundamentals	3	430058	Direct Current
161	AC Fundamentals	3	430059	Alternating Current
169	Hydraulics/Pneumatics	3	430004	NCCER Architecture, Construction, Manufacturing Core and
			542521	NCCER Industrial Maintenance-Mechanical 1 and
			542522	NCCER Industrial Maintenance-Mechanical 2 and
			540014	NCCER Industrial Maintenance-Mechanical 3

Office Administration (OAD)				
101	Beginning Keyboarding	3	450006	Business Technology Applications
103	Intermediate Keyboarding	3	450006	Business Technology Applications
125	Word Processing	3	450006	Business Technology Applications
135	Financial Record Keeping	3	470012	Accounting

The following courses have local articulation agreements which require demonstration of competencies in articulated courses prior to the end of the drop-add period of the student's first term of enrollment. LBWCC has articulation agreements with the following schools for students who are Tech Prep concentrators in career tech programs: Andalusia, Kinston, New Brockton, Zion Chapel, Florala, Pleasant Home, Straughn, Red Level, Brantley, Highland Home, Luverne, Elba, Enterprise, Geneva County, Samson, Slocomb and Opp.

Postsecondary Course #(s)	Postsecondary Course Title(s)	Articulated Credits Awarded	Secondary Course #(s)	Secondary Course Title (s)
CIS 146	Computer Applications	3	450006	Business Technology Applications and
			450031	Business Technology Applications-Advanced
DEM 104	Basic Engines	3	570022	Automotive Engine Repair
WDT 108	Shielded Metal Arc Fillet/Oxyfuel Cutting	3	430070	Introduction to Welding
WDT 122	Shielded Metal Arc Fillet Welding/Oxyfuel Cutting Lab	3		
WDT 109	Shielded Metal Arc Fillet PAC/CAC	3	430071 430072	Applied Welding I/Plasma Arc Cutting and Applied Welding II/Carbon Arc Cutting
WDT 123	Shielded Metal Arc Fillet Welding/PAC/CAC Lab	3	430071 430072	Applied Welding I/Plasma Arc Cutting and Applied Welding II/Carbon Arc Cutting
WDT 108	Shielded Metal Arc Fillet/Oxyfuel Cutting	3	420012	AgriMetal Fabrication
WDT 122	Shielded Metal Arc Fillet Welding/Oxyfuel Cutting Lab	3	420012	AgriMetal Fabrication

Students Not Attending Public School

This policy and these guidelines are also intended to apply to students who are not attending public school, but who are enrolled in private school or church school pursuant to Section 16-28-1 of the *Code of Alabama*, or who are receiving instruction from a private tutor pursuant to Section 16-28-5 of the *Code of Alabama*.

Student eligibility should be certified by the appropriate official at the private school or church school or by the private tutor. Postsecondary institutions and participating private schools, church schools, or private tutors should develop a dual enrollment/dual credit agreement.

Non-Credit Students

An applicant enrolling exclusively in non-credit courses may be granted admission, and will be exempt from filing any of the documents, transcripts, and related materials as specified above.

Audit Students

Auditors are students who register for credit courses on essentially a non-credit basis. The College requires complete academic records for any applicant. Classes completed under the audit classification will under no circumstance be applied to a student's degree program. Student will not receive punitive grades, but will receive an AU for Audit. Tuition and fees for courses audited are the same as those for courses taken for credit.

Intention to audit must be declared by the end of the registration period and may not be changed thereafter. Grades of Auditors are recorded in the permanent records to indicate that the student has successfully completed the course.

Senior Citizens

Persons sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adult Scholarship Program. Applicants must meet the following conditions:

1. They must comply with the College admission standards as noted earlier in this catalog under Admission, First-time Students; Admission, Transfer Student; or Former Students applying for readmission.
2. Must be Alabama residents.
3. Must be sixty (60) years of age or older.
4. Students must enroll for credit; non-credit enrollment is not allowed.

Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the waiver only one time per course. Any time a senior citizen repeats a course the student is responsible for the cost of tuition and fees.

NOTE: Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of a senior citizen attending under the Senior Adult Scholarship

Program.

Admissions – Allied Health and Nursing Departments

The Allied Health Department includes the following programs of study: Diagnostic Medical Sonography, Emergency Medical Services, and Physical Therapist Assistant. The Nursing Department includes Associate Degree Nursing, Associate Degree Nursing Mobility Program and Practical Nursing. Applicants must submit not only an Application for Admission to the College, but also an Application for Allied Health Program or an Application for Nursing Program. Admission to Lurleen B. Wallace Community College does not imply admission to these programs. Applicants to these programs must also be admitted by the Allied Health Department or the Nursing Department. Additional information on these programs may be found in the Programs of Study section of this catalog.

Admission of International Students

A. Prior to being issued an I-20 form, an International Student must present to the Admissions Office the following:

1. Completion of admission application to Lurleen B. Wallace Community College.
2. A certified original translated and evaluated copy of the student's high school transcript. (Translations must be completed by an organization affiliated with The National Association of Credential Evaluation Services; see www.naces.org for information.)
3. A current and valid passport or other official documentation to verify lawful presence.
4. A current photo (passport size, preferred).
5. A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL.*
6. A signed notarized statement verifying adequate financial support.
7. Payment and I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
8. A medical health history with proof of vaccinations.
9. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during periods of enrollment.

Note: All of these admission requirements must be on file in the Admissions Office before an I-20 can be issued.

B. Transfer of International Students

1. Completion of admission application to Lurleen B. Wallace Community College.
2. A certified original translated and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution. (Translations must be completed by an organization affiliated with The National Association of Credential Evaluation Services; see www.naces.org for information.)
3. Official transcripts from all U.S. institutions attended.

4. A signed notarized statement verifying financial support.
5. Copy of student's current form I-20.
6. Copy of student's Visa and Passport.
7. A medical health history with proof of vaccinations.
8. Documentation demonstrating adequate health and life insurance, including repatriation, which must be maintained during periods of enrollment.

Note: All of these requirements must be on file in the Admissions Office before admission is complete.

* English as a Second Language Exam Waiver

The English as a Second Language exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the U.S. Virgin Islands, and the United States.

Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.

STUDENT EXPENSES

Tuition and Fees

Tuition and fees must be paid before the first day of class each semester. If tuition and fees are not paid before the first day of class, all courses for which the student has pre-registered will be dropped. Student will have to re-register for all courses.

Students who have graduated from a high school located in the state of Alabama or who earned a GED in the state of Alabama within **two years** of the date of their application for admission will be considered an Alabama resident provided they have an Alabama address as their residence.

Eligibility for “In-State” Tuition

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

I. A **“resident student”** is an applicant for admission who:

- A. Is a citizen of the United States and a duly registered resident of the State of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse had resided and had habitation, home and permanent abode in the State of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot obtain residence status simply by attending school for twelve months in the State of Alabama.
- B. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least twelve (12) months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency to whom the court had 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, or the conservator.

- C. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - 1. Students shall be considered “resident students” for tuition purposes if they live out of

the State of Alabama within a 50-mile radius of Lurleen B. Wallace Community College. Students from Escambia, Jackson, Holmes, Okaloosa, Santa Rosa, Walton, and Washington counties in the State of Florida are eligible for in-state tuition.

2. An individual claiming to be a resident shall certify by a signed statement each of the following:
 - a. A specific address or location within the State of Alabama as his or her residence.
 - b. An intention to remain at this address indefinitely.
 - c. Possession of more substantial connections with the State of Alabama than with any other state.
- D. Although 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 continuous presence or absence of connections with the State of Alabama during the previous twelve (12) months. 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, parent(s), or children.
 6. Previous periods of residency in the state continuously 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 at a public institution of higher education in Alabama.
 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 property, 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, or social organizations in the state.
 12. Maintenance of checking and savings accounts, safe deposit boxes, or investment accounts in the state.
 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and/or fishing license, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- E. 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, by registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

II. Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least twelve (12) months immediately preceding application for admission, shall be charged the in-state rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States:

- A. The dependent student
 - 1. Whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
 - 2. Whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
 - 3. Whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school; or
 - 4. Whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- B. The student is not a dependent (as defined by Internal Revenue Codes) and
 - 1. Is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employer; or
 - 2. Can verify full-time permanent employment in the State of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
 - 3. Is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
 - 4. Is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama; or
- C. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.
- D. The student is eligible for "In-State" tuition if the student resides in one of the following counties in the State of Florida and applies for admission to Lurleen B. Wallace Community College: Escambia, Jackson, Holmes, Okaloosa, Santa Rosa, Walton, and Washington.
- E. A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program), chapter 31, chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence).
- F. Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence).
- G. Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence).

- H. Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- I. Anyone using the VA survivors' and Dependents Educational Assistance (DEA) program (also called Chapter 35 VA Benefits), who lives in the state in which the institution is located (regardless of his/her formal state of residence).
- J. Anyone described above in items E, F, G, H or I while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution shall continue to receive in-state tuition and fees and must be using educational benefits under either chapter 30, chapter 31, chapter 33, or chapter 35 of title 38, United States Code.

III. Out-of-State Student: Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by the institution. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition. A student may change his/her address by completing a "Change of Address" form in the Office of Student Services. If the new address indicates a change from out-of-state to in-state status, a student must provide proof of Alabama residence. When a student changes an address from out-of-state to in-state, the tuition charge for in-state status will take effect at the following official class registration. (A change in status will not be made between official registrations.)

Tuition and Fee Schedule (per semester)

In-State Tuition	\$127 per credit hour
Building Fee.....	\$ 10 per credit hour
Facility Renewal Fee.....	\$ 9 per credit hour
Bond Reserve Fee.....	\$ 1 per credit hour
Technology Fee	\$ 9 per credit hour
Enhancement Fee.....	\$ 10 per credit hour

Out-of-State Tuition..... 2.00 times in-state tuition rates

NOTE: Tuition and Fee Schedule is subject to change based on the recommendation and approval by the Board of Trustees of the Alabama Community College System.

NOTE: There is no difference in the cost of auditing a course and taking a course for credit.

NOTE: The College verifies that a student registering in distance education programs is the same student participating in class or coursework. There are no projected charges associated with the verification of student identity for the current terms.

Other fees

Graduation fee	\$37
Returned check fee	\$30
Transcript fee	\$5

Delinquent Accounts

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. The College may withhold grade reports, transcripts, and diplomas until all charges are paid. The College will turn over delinquent accounts to the debt collection agency of Williams & Fudge for collection.

Refund Policy

Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, may 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.

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 will be refunded the full purchase price if returned within 3 days from the first day of classes. Receipt required.

Refund for Partial Withdrawal

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 partially withdraws on or after the first day of class.**

NOTE: THE STUDENT IS RESPONSIBLE FOR COMPLETING DROP/ADD FORM AND SUBMITTING IT TO DIRECTOR OF ADMISSIONS AND RECORDS.

Financial Aid Payment Procedures

The Pell Grant is disbursed through electronic transmission to the Business Office. After subtracting tuition and other eligible outstanding charges the Business Office processes the financial aid refunds. Financial aid refunds are either direct deposited or mailed to the student's address in the admissions records.

Students are paid based on enrollment status as of the end of the published drop and add period. The Pell Recalculation Date (PRD) shall be the day after drop/add for the full-term. Students who officially withdraw from/or cease attending all classes are subject to the Financial Aid Return of

Title IV Funds Policy.

Students are not eligible for financial aid for classes they never attend. Financial Aid funds will be disbursed to student accounts after attendance is verified for all classes. Students may charge their estimated expenses (tuition/fees, books, and supplies) to their authorized Pell grant award which is shown on their myLBWCC Student portal. The Business Office will send the balance of all remaining student Pell grant funds within 14 days of the date the amount is posted to the student accounts. If a student is re-enrolled in a course that they were dropped for non-attendance, their aid will be re-adjusted to include the hours the student was dropped. If a student is enrolled in a mini-term class that begins after the first day of the full-time, the first Pell payment of the semester will be prorated not to include the refund for the subsequent mini-terms. The student will be paid for the mini-term class once attendance has been verified.

Financial Aid payments are scheduled every 14 days after the initial payroll of the semester.

Students who are withdrawn by the College for disciplinary reasons, excessive absences, non-payment of charges, or other similar reasons are subject to the Financial Aid Return of Title IV Funds Policy.

In the event of an over-award, the student's account is placed on hold until such time that the over-payment is rectified.

Refund in Compliance with State Refund Policy

In accordance with System policy, 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:

1. Withdrawal during the first week of the semester, 75% refund.
2. Withdrawal during the second week of the semester, 50% refund.
3. Withdrawal during the third week of the semester, 25% refund.
4. Withdrawal after the third week of the semester, 0% refund.

Return in Compliance for Federal Financial Aid Return of Title IV Funds Policy

In accordance with Federal regulations, those students who receive a disbursement of Title IV funds, Pell Grant, Iraq and Afghanistan Service Grant, and/or Supplemental Educational Opportunity Grant (FSEOG) officially withdraws or ceases attendance prior to the 60% point in the payment period, LBWCC will determine whether the student must repay a portion of the

net disbursement. Federal Work-Study is excluded from the calculation. This process is called a Return of Title IV Calculation.

Title IV funds must be disbursed within 14 days of the aid being posted on the students financial account, however aid is earned as student attends throughout the semester.

If the student does not complete 60% of the semester, LBWCC is required to perform a calculation to determine if funds must be returned to the Department of Education. This date of withdrawal is determined in two different ways for official and unofficial withdrawals.

Official Withdrawal: The official withdrawal date is determined by the date the student started the withdrawal process or the date of the last academic related activity.

Unofficial Withdrawal: The unofficial withdrawal date is determined by the date the instructors report as the last documented academic related activity when a grade of "F" is posted at the end of the semester or payment period. The return of funds calculation shall be based on the midpoint of the term for students who unofficially withdraw and cease attending before completing 60% of the term, unless it can be determined that the last documented academic related activity/engagement is after the 50% date, at which time that date will be used to the benefit of the student.

The percentage formula is as follows: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV funds earned. Scheduled break days of 5 or more are excluded from the calculation. Funds shall be returned in the following order:

1. Federal Pell Grants
2. Iraq and Afghanistan Service Grants
3. FSEOG

Any remaining credit, (post-withdrawal disbursements), shall be posted to the student's account within 45 days of the date it was determined that the student withdrew. If there is a remaining credit after all expenses are paid, the balance shall be refunded to the student within 14 days.

Calculations and returns must be made 45 days from the date of determination for official withdrawals and 30 days from the end of the semester (or payment period) for unofficial withdrawals.

The student may be required to return or repay the remaining unearned Title IV funds to the Department of Education. LBWCC will notify the student in writing of the amount they owe, the procedure for repayment and consequences of non-payment within 30 days.

Any student who does not return or repay unearned Title IV funds as required by law will be reported to the Department of Education and will not be eligible to receive Title IV funds at LBWCC or any other college participating in the Title IV Program until overpayment is paid in full.

LBWCC requires the student to repay any funds that the school was required to return to the Department of Ed as a result of the students' failure to complete 60% of the term. LBWCC will notify the student in writing informing them of the amount due to the school and why the amount is owed giving the student a day for the amount to be repaid. The student's account will be placed on hold and the student will not be able to register or receive an official transcript until said amount is paid in full.

If the student owes LBWCC funds and fails to pay by the demanded date, their record will be turned over to Williams & Fudge, Inc. for collection, then if not paid will be sent to SSS Recovery for further collections.

Return in Compliance with Federal Regulations Veterans Affairs Benefits

Lurleen B. Wallace Community College shall comply with federal regulations relative to return of tuition and other institutional charges for all Tuition and Fee charges for all Veterans Affairs Benefits as required by law. This policy shall be used for a student who receives tuition payments from the Veterans Education Benefits Program. When a student withdraws or ceases attendance in a course before the end of the term, the VA requires the institution to repay the full amount of the tuition and fees paid to the institution on behalf of the student veteran. In this event, the student will incur a debt to the institution in the amount of the funds return to the VA.

LBWCC will notify the student in writing informing them of the amount due to the school and why the amount is owed giving the student a day for the amount to be repaid. The student's account will be placed on hold and the student will not be able to register or receive an official transcript until said amount is paid in full.

If the student owes LBWCC funds and fails to pay by the demanded date, their record will be turned over to Williams & Fudge, Inc. for collection, then if not paid will be sent to SSS Recovery for further collections.

Return in Compliance with Federal Regulations for Military Assistance Program (FTA)

Lurleen B. Wallace Community College shall comply with federal regulations relative to return of tuition and other institutional charges for all Tuition and Fee charges for all Military Assistance Program (FTA). This policy shall be used for a student who receives Military Assistance Program (FTA) and **COMPLETELY withdraws from all classes**. The policy shall also be applied to those students who cease attendance in all classes but who do not completely withdraw. Lurleen B. Wallace will return any unearned aid paid by the Military Assistance Program (TA) based on the following calculations to the appropriate government entity.

The return of FTA funds are based on a formula, which determines the percentage of earned aid by calculating the amount of time the student has completed for a term. The percentage completed is calculated as days attended in the in the period (based on the official withdrawal date) divided by the total days in the term.

If the percentage completed exceeds 60%, the student has earned 100% of their FTA funds.

If the percentage completed is 60% or less, the percentage is applied to the total FTA awarded to the student for the term and could result in the student having to repay funds.

Students subject to the Federal Return policies continue to be responsible for payment of tuition and fees in accordance with the State Refund Policy. TA Funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. Instances when a Service member stops attending due to a military service obligation, LBWCC will work with the affected Service member to identify solutions that will not result in the student debt for the return of unearned TA.

LBWCC will notify the student in writing informing them of the amount due to the school and why the amount is owed giving the student a day for the amount to be repaid. The student's account will be placed on hold and the student will not be able to register or receive an official transcript until said amount is paid in full.

If the student owes LBWCC funds and fails to pay by the demanded date, their record will be turned over to Williams & Fudge, Inc. for collection, then if not paid will be sent to SSS Recovery for further collections.

STUDENT FINANCIAL AID

Lurleen B. Wallace Community College is dedicated to assisting students who need financial aid to attend college. The College offers various scholarships and students who are enrolled in any program of study are eligible to apply for federal financial aid.

Applying for Financial Aid

The most important factor in applying for financial aid is to apply early. Students may apply as soon as federal tax returns for the previous year are completed. The Free Application for Federal Student Aid must be completed. These worksheets are available in the Financial Aid Office. Students **must** apply via the internet at www.studentaid.gov. The priority date for filing financial aid is June 1 of each year. The Title IV code for LBWCC is **008988**.

General Eligibility Requirements

To be considered for Federal Financial Aid a student must meet all of the following requirements:

1. Demonstrate financial need;
2. Be a U.S. Citizen or eligible noncitizen;
3. Have a valid Social Security number;
4. Be registered with Selective Service, for males between 18 and 25.
5. Maintain satisfactory academic progress in a program of study;
6. Not be in default on a federal loan or owe a refund on a grant received for attendance at any post-secondary institution, and
7. Not be convicted of drug possession or drug sale, while receiving financial aid.
8. Show qualification to obtain a college or career technical education by:
 - a. Having a high school diploma or General Education Development (GED) certificate; or
 - b. Completing a high school education in a homeschool setting approved under state law; or
 - c. Enrolling in an eligible career pathways program.

Verification Data

Applications may be selected for verification by the Department of Education. Those selected may be required to submit to the Financial Aid Office the following information:

1. A signed copy of Federal Tax Transcript and W-2's,
2. A signed copy of parent's and/or spouse's Federal Tax Transcript and W-2's. To obtain an IRS Tax Return Transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946.
3. A verification worksheet, and/or
4. Other information as requested by the Financial Aid Office.

Students may review their financial aid requirements online at www.lbwcc.edu by selecting **myLBWCC** and logging into the **myLBWCC** student information portal. Eligibility cannot be determined until the verification process is completed.

Federal Pell Grant

Federal Pell Grant awards are based on financial need as determined by the Federal Student Aid Programs. A student may apply for Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.

A student must apply for Federal Pell Grant each academic year. This may be done beginning October 1 of each year. Confirmation page will indicate estimated financial aid, if eligible.

If a student has applied for Federal Financial Aid, the Institutional Student Information Record (ISIR) from the Department of Education, along with any verification documents required from the student and all transcripts, must be received by the Financial Aid Office in order for financial aid to be used for payment of tuition, fees and books. If all required information has not been received by the Financial Aid Office, by the posted priority date, the student will be required to pay all tuition and fees if the financial aid has not be processed. Any student who has not paid by this time will have all classes dropped and will no longer be eligible to attend.

In order for a student to receive the full Pell Grant award calculated, the student must attend all classes. If the student does not attend all classes, the award will be recalculated based on the lower enrollment status. Attendance will be verified at the beginning of each semester.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant and repayment is not required. To qualify, a student must have exceptional financial need. A student must be enrolled, be in good standing, and must complete the Free Application for Federal Student Aid at www.studentaid.gov to establish eligibility. Priority is given to Federal Pell Grant recipients. Funds are limited.

Federal Work-Study (FWS)

The Federal Work-Study Program provides part-time jobs for students who have financial need. Students work in a variety of offices and departments with their work schedules built around their academic schedules. To qualify, a student must complete the Free Application for Federal Student Aid at www.studentaid.gov. Students are paid at the end of the month. These funds are limited and available on a first-come first-serve basis. Students must complete a work-study application to qualify.

Alabama Student Assistance Program (ASAP)

To be eligible for these funds, a student must complete the Free Application for Federal Student Aid at www.studentaid.gov. The student must be an Alabama resident and have established financial need. These funds are limited and available on a first-come, first-serve basis.

Veterans Benefits

Training is provided under the following chapters:

Chapter 30– Military service effective July 1, 1985, and after if a participant was in the Educational Program while on active duty.

Chapter 31 – Service-connected disability of ten percent or more may receive Vocational Rehabilitation.

Chapter 33 – (The Post-9/11 GI Bill®) Individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Students must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

Chapter 33 – (Transfer Post-9/11 GI Bill® to Spouse and Dependents) The transferability option under the Post-9/11 GI Bill® allows service members to transfer all or some unused benefits to their spouse or dependent children. The Department of Defense (DoD) determines whether or not you can transfer benefits to your family. Once the DoD approves benefits for transfer, the new beneficiaries apply for them at VA. To find out more, visit the DoD's website or apply online at www.gibill.va.gov

Chapter 35– Veteran dependent (GI Bill®) includes spouse and legal children, adopted children, stepchildren, etc. (There is a time limit on spouse and age limit for children). Children may be married and still be qualified. Veteran must be 100 percent service connected disabled, living or deceased, for dependents to be qualified.

Chapter 1606 – National Guard and Reservist GI Bill® Qualifications—must have six years obligation, high school diploma or GED, and completed required training. (See your unit education officer.) Complete DD Form 2384 Notice of Basic Eligibility. Hand carry this form to the College veterans' representative.

Students receiving veteran's benefits under Chapters 30,31,33,35 and 1606 will be paid full, three-quarters or half-time benefits as follows:

Full-time.....12 or more credit hours
3/4-time.....9-11 credit hours
1/2-time.....6-8 credit hours
Reimbursement for tuition.....5 or fewer hours

Veterans will not be paid for courses outside of their approved program of study. For more information and to apply for Federal VA benefits, please visit www.benefits.va.gov

Students utilizing VA benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Complaint Policy for Students Receiving VA Education Benefits - For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

GI Bill® is a registered trademark of the U.S. Department of Veterans (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Alabama National Guard Educational Assistance Program

The Alabama National Guard Educational Assistance Program (ANGEAP) is a state student assistance program established by the Legislature of the State of Alabama and is designed to provide financial assistance to Alabama National Guard members enrolled in a certificate program at an accredited community or technical college or a degree program at an accredited postsecondary institution of higher learning located within the State of Alabama.

STUDENT ELIGIBILITY REQUIREMENTS: To be eligible for an Alabama National Guard Educational Assistance Program award the student must be:

- a. 17 years of age or over
- b. Active member in good standing with the Alabama National Guard
- c. Active member of a federally recognized unit of the Alabama National Guard
- d. Have completed basic training
- e. Pursuing the first undergraduate or postgraduate degree program
- f. Can only receive assistance with one degree
- g. Enrolled in a certificate or degree program at an accredited community college or technical college within the State of Alabama
- h. Enrolled in a degree program at an accredited college or university within the State of Alabama
- i. Maintain a cumulative 2.00 GPA Undergraduate; 3.00 GPA Graduate at end of each semester
- j. Must have the Free Application for Federal Student Aid (FAFSA) on file
- k. Must demonstrate a financial need of at least \$100.00 12) Assistance will cover no more than a total of 120 academic hours

The updated ANGEAP application may be found on the Alabama Commission of Higher Education website each year at www.ache.edu.

Alabama G.I. Dependents Scholarship Program

Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse, or widow/er) of disabled veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are now (or were) bona fide residents prior to their death. Other qualifying veterans' categories are former prisoners of war (POW), those declared missing in action (MIA) and those who died in service.

Maximum educational benefits include free tuition, required textbooks, and laboratory fees for

up to ten (10) semesters or a prescribed technical course at any state-supported junior or community college, university, or technical school. Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow/er does not have a filing deadline or age limitation. Eligible out-of-state participants under the Alabama G.I. Dependents Scholarship will be assessed in-state tuition and fees. For more information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse, or you may write to the Alabama G.I. Dependents' Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509.

Class Attendance of Veterans – For the veteran, failure to attend class may result in a reduction or elimination of benefits. The instructor will determine if absences are excused or unexcused. If the veteran accumulates excessive (unexcused) absences, the reduction of benefits will be made effective the last date of class attendance.

Withdrawal from Class by Veterans – Veterans may adjust schedules only during the drop/add period without penalty. A veteran who withdraws after this period without demonstrating extenuating circumstances will suffer loss of payments under VA educational assistance.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require that all students receiving federal financial aid (Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, or Alabama Student Assistance Programs) must make satisfactory academic progress toward completion of a degree or certificate. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. A student's academic progress will be evaluated at the end of each semester. Notices will be sent to students via email if they are placed on Financial Aid Warning or Financial Aid Suspension. The student may also review their eligibility online in their myLBWCC account at any time.

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

Qualitative Requirement (GPA): Financial aid recipients must maintain the following grade point averages (GPA) according to the number of hours attempted. This includes all hours attempted at LBWCC, whether or not financial aid was received or courses were successfully completed. Also, grades for developmental courses, and periods when academic bankruptcy was applied shall be factored into the GPA calculation. Incomplete courses: Grades of "I" shall not be calculated into the GPA. Grades of "W" shall not be calculated into the GPA. Repeated courses: The first repeat shall not be factored into the GPA calculation; however, all additional attempts shall be factored into the GPA calculation. GPA is only calculated using coursework taken at LBWCC.

GPA requirements for long-term certificate and degree seeking students

- If the student has attempted 0-21 hours, they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours, they must maintain a 1.75 GPA.

- If the student has attempted 33 or more hours, they must maintain a 2.0 GPA.

GPA requirements for short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 1.5 GPA.
- If the student has attempted 13 or more hours, they must maintain a 2.0 GPA.

Quantitative – Pace of Progression Requirement (PACE): All credit hours attempted by the student will be calculated in the completion rate, which includes: transfer courses accepted by the institution, developmental coursework, incompletes, periods when academic bankruptcy was applied, and forgiven courses.

Completion rate (attempted class hours) required by long-term certificate and degree-seeking students

- If the student has attempted 0-21 hours, they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours, they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours, they must maintain a 67% completion rate.

Completion rate (attempted class hours) required by short-term certificate (24-29 credit hours) students

- If the student has attempted 0-12 hours, they must maintain a 58% completion rate.
- If the student has attempted 13 or more hours, they must maintain a 67% completion rate.

Quantitative – Maximum Timeframe (MAX): The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Example: For a degree programs that require 64 credit hours to graduate, maximum timeframe is 96 attempted credit hours. LBWCC programs are as follows:

Program	Normal Length of Program in Credit Hours	Maximum # of Credit Hours
Associate in Arts Degree	60-64	90-96
Associate in Science Degree	60-64	90-96
Automotive Mechanics Certificate	60	90
Building Construction Degree	68	102
Building Construction Certificate	31	46

Child Development Degree	65	97
Computer Science Degree	64	96
Cosmetology Certificate	52	78
Diagnostic Medical Sonography Degree	75	112
Diesel and Heavy Equipment Mechanic Degree	71	106
Diesel and Heavy Equipment Mechanics Certificate	59	88
Emergency Medical Services Degree	71	112
Esthetics Technology Certificate	28	42
Forestry and Wildlife Sciences Degree	71	106
Industrial Electronics Degree	76	114
Industrial Electronics Short Certificate	22	33
Medical Office Administration Degree	67	100
Nail Technology Certificate	24	36
Associate Degree Nursing (Track 1)	67	100
Associate Degree Nursing (Track 2 Mobility)	52	78
Physical Therapy Assistant Degree	70	105
Salon and Spa Management	67	101
Welding Certificate	60	90
Welding Short Certificate	23	34

Developmental Courses: A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental course work.

Transfer Courses: All transfer credits accepted by the college will count toward the PACE and maximum timeframe calculation. Should transcripts be evaluated and accepted credits after financial aid has been processed, the accepted credits will be evaluated at the next evaluation point.

Repeat Courses: A student who has subsequently passed a course with a grade of A, B, C, or D shall be allowed to receive financial aid to repeat that course one time. If a student repeats a course that they have successfully completed, they will only receive credit for one class toward the total number of hours completed, and such a repeat will affect the completion rate. Failing grades, withdrawals, incompletes and/or repeated classes may result in suspension of financial aid because these classes are considered as attempted hours not successfully completed. (These hours are included in the maximum timeframe calculation.)

Financial Aid Warning: Academic progress will be reviewed at the end of each semester. If the student is not making academic progress, notices will be sent to their Saints' email that they are placed on Financial Aid Warning and they are in jeopardy of losing financial aid eligibility. The student may also review their eligibility online in their myLBWCC account at any time. If a student fails to meet the Qualitative Standard – Grade Point Average (GPA) and/or the Quantitative Standard – Pace of Progression (PACE) for Satisfactory Academic Progress, they will be placed on a one-semester warning.

Financial Aid Suspension: Academic progress will be reviewed at the end of each semester. If the student has been placed on Financial Aid Warning and is not making academic progress for a second semester, the student will be placed on Financial Aid Suspension. Notices of the suspension will be sent to their Saints' email. This notice shall include how the student may regain eligibility. The student may also review their eligibility online in their myLBWCC account at any time. The student will be placed on **Failing SAP Status** when the Qualitative Requirement - Grade Point Average (**GPA**) and/or the Quantitative Requirement - Completion Rate (**PACE**) have not been met. There is no warning semester for Maximum Timeframe (**MAX**).

If a student is academically suspended and readmitted on an admissions appeal, this does not automatically qualify a student for reinstatement of financial aid. Financial aid will be reinstated when the student attends college at his/her own expense and meets the minimum standards of satisfactory academic progress or if the Financial Aid Appeal Committee reinstates eligibility.

Change in Program: A change of program of study is allowed. However, all credit hours attempted, including transfer credits, attempted by the student in their previous programs will be included in the maximum timeframe calculation. A student may only receive aid up to 150%

of the normal timeframe of the new program of study. If a student has reached the maximum timeframe for their new program of study, they may file an appeal for additional hours due to mitigating circumstances. If a student has previously earned a degree or certificate and wishes to pursue another program, the student may complete a Request for Additional Program and submit it to the financial aid office for review. See the appeals process below.

Lifetime Maximum: Students may receive Pell Grant for up to 6 full years, 12 full semesters, for a total of 600% Lifetime Eligibility Used, as determined by the Department of Education. Once a student has received a Pell Grant for lifetime maximum of 600%, they will no longer be eligible for additional Pell Grants.

Appeals Process: If a student wishes to request consideration for re-instatement of federal financial aid due to mitigating circumstances, the student must complete a Financial Aid Appeal form and provide appropriate documentation. A written explanation regarding the mitigating and/or extenuating circumstances, plan for improvement, academic plan signed off by an advisor, and supporting documentation must be included with the Financial Aid Appeal form. The student should explain what happened when the student previously attended LBW to prevent them from making academic progress and what has changed in the student's situation to allow them to meet the Satisfactory Academic Progress requirements at the next evaluation. The appeal form and supporting documentation must be submitted to the Financial Aid Office, to be reviewed by the Financial Aid Appeals Committee as soon as possible, but no later than 10 days before the first day of class. The student will be notified by email of the decision by the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final and is determined on a case by case basis.

Students re-instated on Financial Aid Appeal will be required to follow an academic plan and if eligible, must contact the Director of Student Success within the time frame given by the appeals committee. Students must comply with all requirements and recommendations. Documentation will be provided by the Director of Student Success to the Financial Aid Office before the Financial Aid Probation will be removed.

Enrollment Status for Federal Pell Grant Recipients

Degree Programs — A student must register for an appropriate number of credit hours in order to qualify as outlined:

<u>Enrollment Status</u>	<u>Required Credit Hours</u>
Full-Time	12
Three Quarter Time	9-11
Half-Time	6-8
Less than Half-Time	1-5

Certificate Programs — A student must register for an appropriate number of credit hours

and contact hours in order to qualify as outlined:

<u>Enrollment Status</u>	<u>Required Title IV Hours</u>
Full-time	12
Three Quarter Time	9-11
Half-Time	6-8
Less than Half-Time	1-5

Financial Aid Eligibility – The amount of money a student may receive through the Federal Pell Grant and other financial assistance programs is determined by the enrollment status or number of credit hours or contact hours for which a student registers each term. Only classes that are required for the student’s program of study will count toward the enrollment status. Credit hours are used to measure the enrollment status of a student who is enrolled in a program of study which is at least two years in length and offers an associate degree, or each course within the program is acceptable for full credit toward an associate degree. Contact hours are used to measure those programs which do not meet these requirements.

Determination of Enrollment Status – financial aid enrollment status (full-time, three-quarter time, half-time and less than half-time) will be adjusted for students who adjust (add/drop/withdraw) their schedule prior to the Pell Recalculation Date. The published Pell Recalculation Date (PRD) will be the day after full-term drop/add is over each semester. (Example: Student is registered in 12 hours the first day of class and drops one 3 hour course before the last day of drop add. The student’s financial aid status will be calculated on 9 hours). If students wish to register for a mini term course(s) the student must be registered in all classes at the beginning of the semester, prior to the PRD. If the student adds a class after the PRD, their aid will not be adjusted to include that course(s). However, a student’s financial aid will be adjusted if a student is dropped from a course for non-attendance during attendance verification and is re-enrolled.

Pell Grant Percentage of Award based on Enrollment Status:

Full- Time	Three Quarter-Time	Half- Time	Less than Half-Time
100 % Pell	75% Pell	50 % Pell	25 % or less Pell

Institutional Scholarships

Each year Lurleen B. Wallace Community College offers scholarships to qualified students in the various areas including (but not limited to) academics, athletics, leadership, performing arts, and service. In addition to the traditional scholarships offered by the College, scholarships through the Lurleen B. Wallace Community College Foundation are available. A brief description of each scholarship, the award amount, and the criteria for selection and retention of the scholarship are listed below. Students may apply for multiple scholarships, but can be awarded only one. Scholarships are awarded for one year and must be used beginning the fall semester of the year awarded. Students may be eligible for renewal of their scholarship for the second year based on

the continuation policy for their scholarship. Students will not be eligible to receive an institutional scholarship for more than two consecutive years. Additional information regarding scholarship application and deadlines can be found at www.lbwcc.edu/future-students/scholarships

Academic Scholarships

Honors Program Scholarships

Description: Each year, student will be accepted into LBWCC's Honors Program, which is located on the Andalusia Campus for students pursuing an Associate in Arts or Associate in Science degree.

Minimum Score Requirements: Incoming freshman must have a 90 average to be considered. Applicants must have taken the ACT and have a composite score of 22 or higher. ACT verification must include student's name; superscores are accepted.

Length and Value: Two-semester scholarship that will cover tuition and fees up to \$4000 (up to \$2000 fall semester and up to \$2000 spring semester) as long as the student is enrolled in a minimum of 13 credit hours. In approved academic circumstances, scholarships will be awarded to students taking fewer than 13 credit hours, and the scholarship amount will be prorated.

Continuation Policy: This scholarship is renewable for a second year for students who successfully complete 24 credit hours, which includes honors courses, with a cumulative GPA of 3.25.

Additional Requirements: The Honors Program Scholarship selection has two phases.

Phase One: Scholarship Application

Applicants must submit the LBW Institutional Scholarship Application, current high school transcript, and two letters of recommendation by the March 1 deadline. Letters of recommendation can be written by teachers, counselors principals, community leaders, or employers. ACT verification must include student's name; superscores are accepted.

Phase Two: On-Campus Interview and Writing Assessment

After reviewing the information provided in Phase One, the Honors Program Committee will select and notify students to be interviewed for the Honors Program Scholarships.

For further information, contact Shannon Lightsey at slightsey@lbwcc.edu or 334.881.2255.

Presidential Academic Scholarships

Description: Students who have demonstrated high academic abilities.

Minimum GPA Requirement: Incoming freshman must have a minimum 90 average. All others must have a minimum 3.5 GPA to be considered.

Length and Value: One year scholarship that will cover tuition and fees up to \$3000 (\$1500 fall semester and \$1500 spring semester)

Additional Requirement: Counselor must verify GPA.

For further information contact Heather Owen at 334-881-2282 or howen@lbwcc.edu.

Presidential Technical Scholarships

Description: Students who plan to enroll in an LBWCC technical program of study.

Minimum GPA and Enrollment Requirement: Incoming freshman must have a minimum 70 average. All others must have a minimum 2.5 GPA. To be considered, student must also indicate desire to enroll in a technical program.

Length and Value: One year scholarship that will cover tuition and fees up to \$4500 (\$1500 fall, \$1500 spring, and \$1500 summer semesters).

Continuation Policy: Scholarship renewal will be based on a minimum 2.0 GPA and successful completion of 24 credit hours.

Additional Requirements: Student must plan to pursue a program of study in a technical-based field and must indicate this on the Scholarship Application and Admission Application.

Recipients **MUST** enroll in one of the following Certificate or Associate in Applied Science Degree Programs:

Automotive Mechanics

Building Construction

Child Development

Cosmetology

Diesel & Heavy Equipment

Esthetics Technology

Industrial Electronics

Nail Technology

Physical Therapist Assistant

Computer Science

Diagnostic Medical Sonography

Emergency Medical Services

Forestry and Wildlife Sciences

Medical Office Administration

Nursing

Salon and Spa Management

Welding

For further information, contact Heather Owen at 334-881-2282 or email howen@lbwcc.edu.

Valedictorian and Salutatorian Scholarships

Description: Incoming freshmen who were named by their high schools as valedictorian or salutatorian for the 2020 graduating class.

Length and Value: One-year scholarship that will cover tuition and fees up to \$3,500 (\$1,750 fall semester and \$1,750 spring semester)

For further information, contact Heather Owen at howen@lbwcc.edu or 334.881.2282.

Ambassador Scholarships

Description: Ambassadors serve as official hosts for LBW Community College activities and public events held in the College's service area.

Minimum GPA and Enrollment Requirement: Incoming freshman must have a minimum 90 average. All others must have a minimum 3.5 GPA to be considered.

Length and Value: One year scholarship that will cover tuition and fees up to \$1500 fall semester and \$1500 spring semester. A partial scholarship may be available to take summer courses.

Continuation Policy: This scholarship is renewable for a second year for students who successfully complete 24 credit hours with a 2.5 GPA and who faithfully complete all duties assigned to Ambassadors.

Additional Requirements: The applicant must submit a completed application form and two letters of reference. A high school senior must submit at least one of the two reference letters written by his or her high school principal or guidance counselor. The letter from the school official should indicate the student's GPA and ACT scores, if available. On a separate sheet of paper, type a brief essay of no fewer than 250 words answering the question, "As an LBWCC Ambassador, how will you promote LBWCC?" Qualified applicants may be invited to participate in an interview with the selection committee.

For further information, contact one of the following:

Andalusia Campus Sponsor, Katie King, 334-881-2236 or kking@lbwcc.edu

Interim Greenville Campus Sponsor, Peige Josey, 334-881-2213 or pjosey@lbwcc.edu

MacArthur Campus Sponsor, Kelly Weeks 334-493-5326 or kweeks@lbwcc.edu

Athletic Scholarships

Description: The College awards Athletic Scholarships in baseball, men's and women's basketball, men's and women's cross country, men's and women's golf, softball and volleyball.

Length and Value: Tuition and fees for a maximum of 15 credit hours fall and spring semesters and the loan of scholarship books (excluding student workbooks, electronic codes and remedial textbooks).

Continuation Policy: Scholarship renewal is at the discretion of the athletic coach. The student must also successfully complete 24 semester hours and maintain a cumulative grade point average of 2.0 by the end of 12 months to be considered for the second year.

Additional Requirement: Interested applicants should contact the appropriate coach for specific information and/or tryouts.

For further information, contact one of the following:

Baseball Coach, Steve Helms at 334-881-2203 or shelms@lbwcc.edu

Basketball Coach, Ricky Knight at 334-881-2202 or rknight@lbwcc.edu

Cross Country, Anthony Sanders at 334-881-2287 or asanders@lbwcc.edu

Golf Coach, Josh McLendon at jmclendon@lbwcc.edu

Softball Coach, Kaitlynn Hadley at 334-881-2204 or khadley@lbwcc.edu

Volleyball Coach, Janie Wiggins at 334-881-2320 or jwiggins@lbwcc.edu

Dual Enrollment Scholarships

Description: Provided by the Lurleen B. Wallace Community College Foundation, these scholarships are for those students who plan to enroll in dual enrollment courses at LBWCC during fall or spring. Students must list on the application all dual enrollment courses for which they request scholarship funds.

Minimum GPA Requirement: Minimum 80 average

Length and Value: The scholarship is tuition and fees only for one course. The student is responsible for any books or supplies that may be required.

Continuation Policy: The student may reapply each year as long as he/she remains in high school.

Additional Requirement: Students must take the placement exam unless he or she has ACT scores which exempt the student.

For further information, contact Chrissie Duffy at 334-881-2390 or cduffy@lbwcc.edu.

Foundation Scholarships

Description: The Lurleen B. Wallace Community College Foundation is a 501(c)(3) nonprofit organization with the mission of providing student scholarships and supporting college programs. LBWCC Foundation scholarships are available to students on all campuses

Minimum GPA and Enrollment Requirements: Incoming freshman must have a minimum 75 average. All others must have a minimum 2.5 GPA. This GPA must be verified by the high school principal, counselor, or a valid transcript.

Length and Value: One year scholarships (in various amounts) for tuition and fees.

Continuation Policy: Students must reapply each year.

Additional Requirements: Scholarship recipients will be required to write thank you letters to foundation donors.

For further information, contact Chrissie Duffy at 334-881-2390 or cduffy@lbwcc.edu.

General Educational Development Test (GED) Tuition Waivers

To qualify, an applicant must meet all admission requirements and have successfully completed the Alabama GED Test. For further information, interested applicants should contact the Director of Financial Aid: Shana Burke, Andalusia and Greenville Campuses 334-881-2272 sburke@lbwcc.edu, and Randi Bozeman, MacArthur Campus 334-493-5338 rbozeman@lbwcc.edu.

Leadership Scholarships

Description: Incoming freshmen who have demonstrated high academic and leadership abilities.

Minimum GPA and Enrollment Requirements: Incoming freshman must have a minimum 80 average. All others must have minimum of 3.0 GPA. Recipients are required to become active members of the LBWCC Student Government Association and attend the Fall Leadership Development Seminar on the Andalusia Campus.

Length and Value: One-year scholarship that will cover tuition and fees up to \$1000 (\$500 fall semester and \$500 spring semester).

Additional Requirements: Applicants should list any leadership accomplishments, extracurricular activities, as well as any club/church/organization affiliations. Students must submit one letter of recommendation from someone who can verify high school leadership activities.

For further information, contact Heather Owen at 334-881-2282 or email howen@lbwcc.edu.

Non-Traditional Student Scholarship

Description: This scholarship is for non-traditional students. (This term applies to students who are 21 years of age or older and/or those students who have been out of high school for one or more years or have passed all sections of the GED.)

Minimum GPA Requirement: Current or previously enrolled students must have a cumulative 2.5 GPA or higher.

Length and Value: Two-semester scholarship (Fall and Spring Semesters) that will cover tuition and fees up to \$3,000 (\$1,500 fall semester and \$1,500 spring semester).

Two-semester scholarship (Spring and Summer Semesters) that will cover tuition and fees up to \$3,000 (\$1,500 spring semester and \$1,500 summer semester).

One-semester scholarship (Summer Scholarship) that will cover tuition and fees up to \$1,500.

Additional Information: Students must have 20 or more credit hours to complete at LBWCC. If a student has previously completed a certificate or degree, he or she will not be considered.

Students are ineligible if they have been awarded any other LBWCC scholarship/waiver for the current academic year or previously received an LBWCC scholarship/waiver for two consecutive years.

For further information, contact Heather Owen at 334-881-2282 or email howen@lbwcc.edu.

Performing Arts Scholarships

Performing Arts – Art Scholarships

Description: Performing Arts – Art Scholarships are awarded to students who perform over and above those requirements normally expected for art students.

Minimum GPA and Enrollment Requirements: Incoming freshman must have a minimum 75 average. All others must have a minimum 2.5 GPA. An art studio class on the Andalusia Campus is required during both semesters while on this scholarship. Students must exhibit finished artwork in the annual LBW Student Art Exhibition.

Length and Value: One-year scholarship that will cover tuition and fees up to \$3500 (\$1750 fall semester and \$1750 spring semester).

Continuation Policy: For scholarships to be renewed, the student must successfully complete 24 semester hours and maintain a cumulative grade point average of 2.5 by the end of 12 months to be considered for the second year. Scholarship recipients must also successfully complete and submit for review a portfolio of artworks completed during the first year to the art instructor.

Additional Requirements: A portfolio review is required along with official Portfolio Submission Form and two (2) letters of recommendation. Please refer to the LBWCC Financial Aid webpage for the Portfolio Submission Form. The portfolio should include a brief artist's statement describing what the student hopes to accomplish through his/her artwork. Portfolio must contain a minimum of six pieces and a maximum of eight pieces of artwork.

For further information, contact Misti Purvis at 334-881-2250 or email mpurvis@lbwcc.edu

Performing Arts – Drama Scholarships

Description: Performing Arts – Drama Scholarships are awarded to students who have an interest in Drama/Performing Arts.

Minimum GPA and Enrollment Requirements: Incoming freshman must have a minimum 75 average. All others must have a minimum 2.5 GPA. An Acting class on the Andalusia Campus is required each semester while on this scholarship. Students who are accepted into the drama program must participate in all drama performance activities which will include hours beyond the classroom experience.

Length and Value: One-year scholarship that will cover tuition and fees up to \$3500 (\$1750 fall semester and \$1750 spring semester).

Continuation Policy: Scholarship renewal is at the discretion of the faculty sponsor. The student

must also successfully complete 24 semester hours and maintain a cumulative grade point average of 2.5 by the end of 12 months to be considered for the second year.

Additional Requirement: Student must arrange an interview with faculty sponsor.

For further information, contact Cavelle Jones at ccjones@lbwcc.edu.

Performing Arts – Music Scholarships

Description: Performing Arts – Music Scholarships are awarded annually on the basis of musical ability, integrity, and leadership to students who perform over and above those requirements normally expected for an Ensemble student. Interested students must audition. Only in extreme circumstances will an audition be granted on another date.

Minimum GPA and Enrollment Requirements: Incoming freshman must have a minimum 75 average. All others must have a 2.5 GPA. Scholarship students must enroll in an Ensemble class each semester while on scholarship.

Length and Value: One-year scholarship that will cover tuition and fees up to \$3500 (\$1750 fall semester and \$1750 spring semester).

Continuation Policy: Scholarship renewal is at the discretion of the director. First year members must successfully complete 24 semester hours excluding MUS credit courses and have a cumulative grade point average of 2.5 by the end of the spring semester to be considered for the second year.

Additional Requirements: Vocal and Instrumental Auditions will be held in March each year. Please refer to the LBWCC Financial Aid webpage for Ensemble Audition Requirements.

For further information, contact Johnny Brewer at 334-881-2238 or email jbrewer@lbwcc.edu.

Senior Adult Scholarships

Description: Senior Adult Scholarships are for individuals who are 60 years of age or older who meet the LBWCC admission requirements. Students must enroll for credit and may receive a scholarship only one time per course. For further information, contact Shana Burke at 334-881-2272 for the Andalusia and Greenville Campuses and Randi Bozeman at 334-493-5338 for MacArthur Campus.

ACADEMIC POLICIES AND INFORMATION

Academic Honors

The College recognizes academic achievement by publishing the President's List and the Dean's List at the end of each term. Requirements for the President's List include a semester grade point average of 4.00 and completion of a minimum semester course load of twelve (12) semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

The Dean's List requirements include a semester grade point average of 3.50 or above but below 4.00 and completion of a minimum semester course load of twelve (12) semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

Distinguished Honor Students selection is completed during the spring semester of each academic year. The top freshmen and top sophomores are recognized during the annual awards program.

Academic Complaint/Appeal

An academic complaint is defined as a concern about a strictly academic matter such as grades, work assignments, quality of instruction, and fairness of instructor and/or examinations. Academic appeals, with the exception of grades, must be initiated within ten (10) business days of their occurrence. Grade appeals must be initiated prior to the last day of classes of the following term.

The following procedure should be followed in filing an academic complaint/appeal:

1. The student should first contact the instructor and discuss the problem.
2. If the student does not receive satisfaction from the instructor, he/she should contact the Chair of the Division who will confer with the student and the faculty member to reach closure.
3. If closure is not reached by using this approach, the student may file a formal academic appeal to the Dean of Instruction. This must be done in writing and dated prior to the time limit stated above. The appeal must state the problem, the name of the instructor who is involved and previous attempts at resolving the situation.
4. The Dean of Instruction will review the information, prepare a written recommendation, and notify the student, instructor, and the division chair of the decision within two (2) weeks, after the written appeal is received.
5. The decision of the Dean of Instruction is final.
6. If, after exhausting all available institutional processes a student's complaint remains unresolved, the student may appeal to the Alabama Community College System. Information regarding student complaints to the Alabama Community College System can be found at <https://www.accs.edu/student-complaints/>.
7. Out-of-state distance education students should follow the process outlined above. If unable to resolve the complaint, they may utilize the link below to find information on how to file a complaint with the appropriate agency within the student's state of residency. <https://www.nc-sara.org/student-complaints>

Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions and Records.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested a grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of **"ACADEMIC BANKRUPTCY"** will be reflected on the transcript for the semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Academic Year

The academic year is divided into three terms: fall semester, spring semester, and summer semester.

Attendance Policy

Class attendance is considered an essential part of the educational process at Lurleen B. Wallace Community College. The College subscribes to the philosophy that academic success derived by students is dependent on class participation. Students are expected to punctually attend all classes in which they are registered. ***Attendance will be verified as required by federal and state regulations.*** According to Alabama Community College System policy guidelines, class attendance may not be used as a factor in determining a student's course grade. However, instructors may require student participation in specific activities in the classroom or laboratory. Failure to participate in these activities may result in a "0" grade for those particular activities.

1. Each instructor should discuss attendance policies during the first class meeting, and each course syllabus **must** include information pertaining to each of the following items
 - a. through e. viii.
 - a. If administrative withdrawal is to be used, the number of absences allowed for the class.
 - b. Handling of late arrivals and early departures.
 - i. Instructors may not prevent students from entering the classroom after class has started. However, the instructor may implement a policy that requires tardy students to enter the classroom quietly to prevent interruption of any lecture or activity in progress. In such occasions, the instructor is not obligated to repeat information already provided to the class.
 - ii. If a test is in progress, it is the instructor's discretion whether to allow that student to participate in the test. If any student has already completed the test and left the classroom, it is recommended that the instructor not allow the tardy student to take the test.
 - c. Policy for course makeup work, if allowed.
 - i. Each instructor documents the policy for makeup work in the syllabus for each class.
 - ii. If the examination schedule for any course contains a minimal number of exams (e.g. three or less), it is recommended that the instructor consider a makeup opportunity since failure to attend a class may have a significant impact on the final grade.
 - d. Students on financial aid programs are responsible for knowing attendance requirements of their programs. Those students must contact the Financial Aid Office to receive information regarding attendance requirements.
 - e. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of the class.
 - i. Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
 - ii. Faculty will verify attendance as required by federal and state regulations.
 - iii. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.
 - iv. In such cases, the student should withdraw from the class before the last day to withdraw with a grade of "W." Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.
 - v. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.

- vi. The instructor is not required to review with the student any material missed as a result of the student being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed.
 - vii. The instructor is not required to provide an opportunity for makeup work. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be available on the first day of class.
 - viii. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.
2. Before the published withdrawal date (last day to withdraw with a "W"), a student **may be administratively withdrawn** from any course for excessive absences when the student has missed more than 20% of the total number of hours that the class meets, as a result of excused and/or unexcused absences. No student may be administratively withdrawn after the last day to withdraw with a "W" as published in the college calendar, except for extenuating circumstances. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification but must be clearly stated in the course syllabus. The form and the letter to be used to request a student be withdrawn from a class may be obtained from the Director of Admissions and Records. Instructors who plan to administratively withdraw students due to excessive absences **must include that policy in their syllabus**.
3. Federal regulations require each instructor to submit to the Financial Aid Office by the designated deadline the names of students who have never attended a class session.
4. Instructors **must** verify attendance as required by federal and state regulations. Faculty must maintain student attendance verification and grade records for a period of at least **two years**. Adjunct instructors **must** provide their student attendance verification and grade records to their respective division chairs at the end of each semester.
- a. Instructors' absences or administrative class dismissals will not be counted as student absences.
 - b. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging non-attendance at classes or college activities without prior consent of proper college officials or by any action that might cause disruption to a student, instructor, or college activity. Sponsors of college activities must provide a list of students at least two days in advance of the activity.
 - c. Grades must be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content. However, instructors are not required to provide make-up opportunities for scheduled assessment activities and instructors may assign class participation grades, provided that these do not penalize students with excused absences.

- d. An absence ***shall be*** excused due to college sponsored activities or **extenuating circumstances**. College sponsored activities include approved schedules for college teams, performing arts groups, field trips, and ambassadors. Excused absences are subject to verification and may include but may not be limited to the following:
- i. Active military duty
 - ii. Jury duty/court appearance
 - iii. Illness of student or illness/death in the immediate family- This includes husband, wife, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to a student having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; grandson; granddaughter; grandfather; grandmother; uncle; aunt.
- e. Absences that occur because of emergencies may be excused with proper notification to the instructor. Proper notification requires documentation as determined by the instructor. Recommended examples include copy of accident report, hospital admittance form, doctor's excuse, death announcement, or notification to the instructor by the student prior to the class that is missed where the circumstances discussed during that notification are deemed acceptable by the instructor. Such notifications may be by the student or appropriate representative of the student considering the circumstances involved (doctor, lawyer, hospital official, parent, spouse, etc.).
- f. When excused absences make it impossible to reasonably make up class work, the instructor may assign an "I" grade in accordance with the College's Grading System Policy in the college catalog, or the student may withdraw according to the College's withdrawal policy.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

5. Appeal Process:

- Students, who have been administratively withdrawn for failure to attend and wish to be readmitted into the class, must submit, in writing, an appeal to the course faculty member.
- The faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal. Once a written appeal is received by the faculty member, the student is allowed to return to class until the faculty member has decided on the appeal.
- If a student is to be allowed to return to class, the faculty member must submit a request to the Director of Admissions and Records for the student to be re-enrolled.

- If a student's appeal is denied, the instructor must inform the student of the Academic Appeal Policy in the college catalog.
6. Hybrid and On-line course syllabi are required to contain the same attendance guidelines as other courses.

Attendance – Nursing Students

The College requires strict attendance of Nursing students enrolled in the Practical Nursing, Associate Degree Nursing and Associate Degree Nursing Mobility Programs. Arrangements for make-up assignments must be made with the Nursing Division Chair for all hours absent beyond the allowed absences during the length of the program. Students in the Practical Nursing Program are only allowed to miss 35 hours throughout the duration of the program. Students in the Associate Degree Nursing program and the Associate Degree Nursing Mobility Program are only allowed to miss 25 hours during the course of the program. It is not the instructor's responsibility to let students know about missed work or missed assignments. Students are responsible for preparing all assignments for the next day's class and for completing missed work. Clinical courses have individual attendance policies, but any hours missed are part of the cumulative total.

Course Forgiveness

If a student repeats a course, the last grade awarded (excluding grade 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.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be used in the computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. It is the student's responsibility to request the forgiveness policy be implemented. Students should check with the Director of Admissions and Records.

Exception: Students receiving Veteran's benefits will have all courses attempted used in determining the overall grade point average. Students receiving Veteran's benefits may not retake a course in which they have received a grade of C or better.

Course Loads

The student course load for a full-time student is twelve (12) to nineteen (19) credit hours per semester. Credit hours above nineteen (19) will constitute a student overload. Course overload must be authorized by the Dean of Instruction or the Dean of Student Affairs. No student will be approved for more than twenty-four (24) credit hours for any reason.

Class Schedule Changes

A student may drop or add a course during the official Drop/Add period. Students must contact the admissions office in order to drop their last class by emailing admissions@lbwcc.edu. The official

date for Drop/Add will be published in the academic calendar and class schedule.

Course and Program Placement

Lurleen B. Wallace Community College uses a multi-level screening process to determine placement in English and mathematics. All first-time students who enroll in associate degree or certificate programs that enroll for more than four credit hours per semester will be screened in the areas of English, and mathematics using ACT and SAT scores as well as high school grades in English and mathematics. Students who do not meet placement criteria by these methods will be assessed through the administration of ACCUPLACER. The assessments are designed to assist advisors and counselors in placing students into appropriate college credit courses or developmental courses.

Students **must** present picture identification and have an application for admission on file with the Office of Admissions and Records in order to take the test. Admission to testing will **not** be granted without proper identification. Placement exam scores are valid for a period of **five years**. After five years, scores become invalid, and students must retest.

Exemptions

Students are exempt from assessment requirements in a specific subject area if they meet **one** of the following criteria:

- Score 17 or above on the ACT English, 17 or above on the ACT and mathematics. (Scores are good for **five** years.)
- Score 510 or above on the new SAT evidence based reading and writing; or 510 or above on the new SAT math. (Scores are good for **five** years.)
- High school GPA of at least 2.75 with minimum grade of “C” in English 12; high school GPA of at least 2.75 with minimum grade of “C” in Algebra II, and enroll within **five** years of high school graduation.
- Possess an Associate degree or higher.
- Transfer degree-creditable, college-level English or mathematics courses with a grade of C or better.
- Be a student who is enrolling in a particular short certificate program having no English or mathematics requirements.
- Be a student who is enrolling for personal enrichment purposes only.
- Have completed require developmental coursework at another Alabama Community College System institution within the last three years.
- Be an audit or transient student.
- Scored a 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED

To be eligible for these exemptions, assessment scores and/or college transcripts **must** be on file in the Admissions Office. If student does not meet the exemption requirements listed above, then all first-time college students are required to take the college placement assessment. The placement assessment measures college entry-level skills in writing and mathematics. Scores are used to determine appropriate courses. After the college placement assessment is complete, students will receive a detailed explanation of course

placement based on their scores.

Retesting

Students not satisfied with their placement scores and/or placement in developmental courses may challenge their placement results. Students may retest as many times as they choose. However, the student should complete test preparation activities. Additional preparation may include but is not limited to academic boot camps, online pre-tests, and placement test applications. Students are required to pay \$8 to retest whether they take one or two portions of the test. Students must retake the placement test before enrolling in a developmental course. Once students enroll in a developmental course, they must complete the developmental sequence. Students will not be allowed to retest once remediation in the program has started.

For assistance in preparing for the ACCUPLACER:

<https://accuplacer.collegeboard.org/students>

Final Examinations

Final examinations are given at the end of each semester. A final examination schedule is issued each semester and also published in the class schedule.

Grade Reports

Grade Reports are available at the end of each semester. Students must log on to the LBWCC website at www.lbwcc.edu. Enter user ID and PIN and click on **myLBWCC** to access student academic records.

Grading System

Academic Credit – Letter grades are assigned according to the following system for all courses:
(**Note:** Allied Health and Nursing courses have a different grading scale.)

A	–	Excellent	(90-100)
B	–	Good	(80-89)
C	–	Average	(70-79)
D	–	Poor	(60-69)
F	–	Failure	(below 60)
W	–	Withdrawal	
I	–	Incomplete	
AU	–	Audit	

Satisfactory grades are **A, B, C**. Senior colleges and universities may or may not grant credit for a course in which a student has made a grade of **D**.

A grade of **W (Withdrawal)** is assigned to a student who officially withdraws from a class or from the College. For more information, refer to the section on Withdrawals in this catalog.

A grade of **(I) Incomplete** may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

Students must submit to the instructor a “Request for Incomplete Grade” form with documentation of the absences. If approved by the instructor and division chair, the student may receive an “I” for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the “I” grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an “F”.

Grading Scale for Allied Health and Nursing

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

A = 90–100
B = 80– 89
C = 75– 79
D = 60– 74
F = 59 and below

Academic Probation and Suspension Standards of Progress Policy

Required GPA levels for students according to number of hours attempted:

1. Students who have attempted **12-21** semester credit hours must maintain a **1.50** Cumulative Grade Point Average.
2. Students who have attempted **22-32** semester credit hours must maintain a **1.75** Cumulative Grade Point Average.
3. Students who have attempted **33** or more semester credit hours must maintain a **2.00** Cumulative Grade Point Average.

Intervention for Student Success

When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

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, 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 the student is placed 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 but the semester GPA is 2.0 or above, the student remains 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 and the semester GPA is below 2.0, the student is suspended for one semester.
4. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted the student's status is clear. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the 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 academic suspension re-enters 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 the 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 re-enters on Academic Probation. The student who serves the calendar year suspension re-enters on Academic Probation.

Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension but simply wishes to request

consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the **Admissions Appeals 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 decision of the Admissions Appeals 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.

The Admission Appeals Committee shall be appointed by the Dean of Student Affairs and include three members, one of whom shall be a full-time faculty member. The Director of Admissions and Records shall chair this committee.

Standards of Academic Progress for 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 credit hours at the institution. If, at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the institution, the Cumulative GPA at the institution 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 credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student’s status is Clear.

Quality Points

To evaluate the academic standing of students, quality points are assigned to grades according to the following system:

- A – 4 quality points per hour
- B – 3 quality points per hour
- C – 2 quality points per hour
- D – 1 quality points per hour
- F – 0 quality points per hour

The student’s academic standing (quality point average) 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, and F were assigned.

Withdrawals

A student may withdraw from a course or all courses without a grade penalty until 14 days prior to the first day of final exams for the fall and spring terms. For the fall and spring mini-terms, students may withdraw from classes until 7 days prior to the first day of final exams. For the summer full term, a student may withdraw from classes until **9 days** prior to the first day of full-session final exams. For the summer mini-terms, a student may withdraw from classes until **4 days** prior to the

first day of mini-session final exams. The final date for official withdrawal is printed in the college calendar and published in each class schedule. A student may withdraw from courses online via their myLBWCC student portal up until their last class. To officially withdraw from all courses, a **Withdrawal Form** must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form and returned to the Office of Student Services.

NOTE: All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from all courses. It is the student's responsibility to follow these withdrawal procedures.

Students may be administratively withdrawn from all courses for excessive absences or for other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid, and may result in the need to repay financial aid already received. Any exceptions to the administrative withdrawal policy must be authorized by the Dean of Instruction or the Dean of Student Affairs.

PROGRAMS OF STUDY

General Education/University Transfer Programs for the Associate in Arts or Associate in Science

The following pages outline certain program guides for a student planning to transfer to a four-year college or university. A student planning to transfer should obtain a catalog from the appropriate college in order to determine the entrance and degree requirements of the institution in which the four-year degree will be completed. While a student may follow a program outlined in this catalog, the student should select courses that will best meet each individual need. An Associate in Arts Degree is recommended for those persons who have not yet selected a major program of study and who desire to transfer to a senior institution.

An **Associate in Arts Degree (A.A.)** or an **Associate in Science Degree (A.S.)** is awarded after successfully completing all degree requirements. An **Associate in Applied Science Degree (A.A.S.)**, **Certificates**, or **Short-Term Certificates** can be earned for completing certain requirements in career technical programs.

In addition to the course requirements outlined in this section of the catalog, the College requires each degree-seeking student to demonstrate more than minimal competency in communication, computer literacy, critical thinking and mathematical problem solving.

Students planning to transfer to a public university in Alabama should print an official Alabama Transfers guide.

Alabama Transfers (Alabama Articulation Program)

The Alabama Articulation and General Studies Committee (AGSC) was created in March 1994 by the State Legislature through ACT 94-202. The AGSC was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a statewide general studies and articulation program that facilitates the transferability of coursework among all Alabama public colleges and universities.

The AGSC transfer guide (*Alabama Transfers*) for each public transfer institution in the State of Alabama should be used and is readily available on the internet by going to www.lbwcc.edu and clicking on "Current Students," "Transfer Assistance," and "Alabama Transfers." From the Alabama Transfers site, students can print a transfer guide for their major and enter into a binding contract with the transfer institution in their program of study. The contract is not binding on the student but is binding on the transfer institution, provided that the student does not change majors and takes the courses listed on the transfer guide.

Lurleen B. Wallace Community College
Alabama General Studies Committee (AGSC) Approved Common Core Courses

AREA I:

WRITTEN COMPOSITION

ENG	101	English Composition I
ENG	102	English Composition II

AREA II:

HUMANITIES AND FINE ARTS

***Literature**

ENG	251	American Literature I
ENG	252	American Literature II OR
ENG	261	English Literature I
ENG	262	English Literature II OR
ENG	271	World Literature I
ENG	272	World Literature II

Fine Arts

ART	100	Art Appreciation
MUS	101	Music Appreciation
THR	120	Theatre Appreciation
THR	126	Introduction to Theater

Speech

SPH	106	Fundamentals of Oral Communication
SPH	107	Fundamentals of Public Speaking

Humanities

HUM	101	Introduction to Humanities I
HUM	102	Introduction to Humanities II
IDS	102	Ethics
REL	100	History of World Religions

AREA III:

NATURAL SCIENCES AND MATHEMATICS

*****Natural Sciences**

BIO	101	Introduction to Biology I
BIO	102	Introduction to Biology II
BIO	103	Principles of Biology I
BIO	104	Principles of Biology II
CHM	104	Introduction to Inorganic Chemistry
CHM	111	College Chemistry I
CHM	112	College Chemistry II
PHS	111	Physical Science I
PHS	112	Physical Science II
PHY	201	General Physics I
PHY	202	General Physics II
PHY	213	General Physics with Calculus I
PHY	214	General Physics with Calculus II

AREA III:

*****Mathematics**

MTH	110	Finite Math
MTH	112	Precalculus Algebra
MTH	113	Precalculus Trigonometry
MTH	125	Calculus I
MTH	126	Calculus II
MTH	227	Calculus III
MTH	238	Applied Differential Equations
MTH	265	Elementary Statistics

AREA IV:

HISTORY, SOCIAL AND BEHAVIORAL SCIENCES

***History**

HIS	101	Western Civilization I
HIS	102	Western Civilization II OR
HIS	201	United States History I
HIS	202	United States History II

****Social and Behavioral Sciences**

ECO	231	Principles of Macroeconomics
ECO	232	Principles of Microeconomics
GEO	100	World Regional Geography
POL	211	American National Government
PSY	200	General Psychology
PSY	210	Human Growth and Development
SOC	200	Introduction to Sociology
SPH	116	Introduction to Interpersonal Communications

*As a part of the General Studies Core Curriculum, students must complete a six-hour sequence either in Literature or History.

**No more than 6 hours of History may be taken for AREA IV

***In satisfaction of Area III requirements, if you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

****MTH 113 counts toward Area III requirements only if MTH 112 is a prerequisite and shows on the student's transcript.

2 to 4 Transfer Program

The Alabama Community College System's **2 to 4 Transfer Program** allows for the seamless transfer from the community college to selected independent colleges in Alabama. The transfer agreement

will guide the student through the first two years of coursework and will prevent the loss of credit hours upon transfer to the selected independent four year colleges and universities in Alabama. Students who are interested in receiving a 2 to 4 Transfer Program Guide should visit the Alabama Community College System website at <http://www.accs.edu> and click on “Academics.”

Suggested Programs of Study for the Associate in Arts and the Associate in Science Degrees

Students pursuing an **Associate in Arts** or an **Associate in Science** degree may choose from the possible majors listed below. This list is not inclusive and should be used only for purposes of choosing a major field of study that many students have chosen. Choosing a major field of study is extremely important and helps guarantee easy transfer to a four-year college or university without the loss of credits.

Academic Options include, but are not limited to, the following majors:

Liberal Arts or General Education	
Accounting	Music
Agriculture	Office Administration
Architecture	Physical Education
Art	Physics
Biological Science	Political Science
Business Administration	Pre-Dentistry
Chemistry	Pre-Engineering
Communications	Pre-Law
Computer Science	Pre-Medicine
Criminal Justice	Pre-Nursing
Early Childhood Education	Pre-Pharmacy
Economics	Psychology
Elementary Education	Public Relations
English	Secondary Education
Fine Arts	Social Sciences
Forestry	Sociology
History	Social Work
Management	Speech Pathology
Management Information System	Special Education
Marketing	Theatre
Mathematics	

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The General Education Core for Associate in Arts Degree and Associate in Science Degree:

Area I: Written Composition I and II.....6 Credit Hours

- ENG 101 English Composition I
- ENG 102 English Composition II

Area II: Humanities and Fine Arts.....12 Credit Hours*

Must complete at least three semester hours in Literature** and at least three semester hours in the Arts.

- *Literature 3-6
Choose from ENG 251, ENG 252; ENG 261, ENG 262; or ENG 271, ENG 272
- Fine Arts 3
Choose from ART 100, MUS 101, THR 120, THR 126
- Speech 3
The remaining semester hours are to be selected from Humanities and/or Fine Arts. *Disciplines include, but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.*
- Additional Humanities and Fine Arts 0-3
Choose from HUM 101, HUM 102, IDS 102, or ART, MUS, REL, or THR courses not taken

Area III: Natural Science and Mathematics.....11 Credit Hours

- Mathematics 3-4
Choose from MTH 110, MTH 112, MTH 265 or more advanced course (MTH 113, MTH 125, MTH 126, MTH 227)
- Natural Sciences..... 8
Choose from BIO 101, BIO 102, BIO 103, BIO 104; CHM 104, CHM 111, CHM 112; PHS 111, 112, PHY 201, PHY 202, PHY 213, PHY 214

*CHOICE RESTRICTIONS: In satisfaction of Area III requirements, if you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY202.

**MTH 113 counts toward Area III requirements only if MTH 112 is a prerequisite and shows on the student's transcript.

Area IV: History, Social, and Behavioral Sciences..... 12 Credit Hours*

- ****History..... 3-6**
Choose from HIS 101, HIS 102, HIS 201, HIS 202
- **Social and Behavioral Sciences 6-9**
Choose from ECO 231, ECO 232; GEO 100; POL 211; PSY 200, PSY 210; SOC 200; SPH 116

Area I-IV: Minimum General Education Requirements41 Credit Hours

Area V: Pre-Professional, Pre-Major, and Elective Courses **19-23 Credit Hours

- Must complete 3 semester hours in Computer Science (CIS 146 Computer Applications).
- Must complete 1 semester hour in Orientation (ORI 101)**.
- General Electives (courses appropriate to the degree requirements and major of the individual student) 15-19

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Area I-V: General Studies Curricula **60-64 Credit Hours**

Maximum Program Semester Credit Hours 64 Credit Hours

Semester Credit Hour Range by Award ****60-64 Credit Hours

**ENGINEERING EXCEPTIONS: For all engineering majors, the AGSC voted to allow the hour requirements in Area II to be reduced from 12 SH to 9 SH and in Area IV to be reduced from 12 SH to 9 SH. This reduction allowed for additional hours (6 semester hours) to be added to Area V for engineering majors so that required math and science courses could be taken prior to transfer that would meet national engineering accreditation standards (ABET). The ACCS has adopted this exception. Engineering students may take 9 hours in Area II, 9 hours in Area IV, and 25 to 29 hours in Area V.*

***Note: Must complete a 6-semester-hour sequence either in Literature or in History. The sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students major and transfer plans.*

****Orientation will be waived for students who have earned an Associate Degree or higher.*

*****Respective programs of study for baccalaureate degrees at Alabama public and private universities range from 120 to 128 semester credit hours in length. Colleges are only authorized to provide 50 percent of that total (60-64, depending on the total hours allocated for the bachelor's degree).*

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

The General Education Core for Associate in Applied Science Degree:

Area I: Written Composition I and II..... 3– 6 Credit Hours

- Must complete ENG 101.

Area II: Humanities and Fine Arts..... 3 – 6 Credit Hours

- LBWCC required completion of 3 semester hours in Speech (SPH 106) unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- Must complete 3 hours in humanities and fine arts.
Choose from ART 100, HUM 101, HUM 102, IDS 102, MUS 101, REL 100, REL 151, REL 152, THR 120, THR 126

Area III: Natural Science and Mathematics..... 6 – 11 Credit Hours

- Must complete a minimum of 3 semester hours in mathematics.
Choose from MTH course prescribed by program 3-4
- Choose one course from BIO, CHM, CIS, PHS, PHY, or additional mathematics course.

Area IV: History, Social, and Behavioral Sciences..... 3 – 6 Credit Hours

- Choose from HIS 101, HIS 102, HIS 201, HIS 202; ECO 231, ECO 232; GEO 100; POL 211; PSY 200, PSY 210; SOC 200, SPH 116

Areas I – IV General Education Requirements 15–29 Credit Hours

Area V: Technical Core, Technical Concentration, and Electives

..... 31–61 Credit Hours

- Must complete 1 semester hour in Orientation (ORI 101)*
- Must complete CIS 146 Computer Applications
- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

** Orientation will be waived for students who have earned an Associate Degree or higher.*

*Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the **General Studies** transfer courses whenever possible. Please see Associate in Arts and Associate in Science degree requirements regarding required course sequences or Area III Choice Restrictions.*

Areas I – V Total Hours Required..... 60 - 76 Credit Hours

Associate in Applied Science Degrees are not intended for transfer.

The following programs offer the **Associate in Applied Science Degree**:

Associate Degree Nursing (RN)	Forest and Wildlife Sciences
Building Construction	Industrial Electronics
Child Development	Medical Office Administration
Computer Science	Physical Therapist Assistant
Diagnostic Medical Sonography	Salon and Spa Management
Diesel and Heavy Equipment Mechanics	
Emergency Medical Services-Paramedic	

CERTIFICATE AWARD REQUIREMENTS

The General Education Core for the Certificate:

Area I: Written Composition I and II..... 3 – 6 Credit Hours

- ENG101 should be selected for students in degree eligible programs. COM 100 may be selected only in non-degree eligible programs.

Area II: Humanities and Fine Arts..... 0 – 6 Credit Hours

- SPH 106 should be selected for students in degree eligible programs. SPC 103 may be selected only in non-degree eligible programs.

Area III: Natural Science and Mathematics 3 - 7 Credit Hours

- Choose MTH course prescribed by program.
MAH 101 may be selected only in non-degree eligible programs.

Area IV: History, Social, and Behavioral Sciences.....0 Credit Hours

Areas I – IV General Education Requirements 6 – 19 Credit Hours

Area V: Technical Core, Technical Concentration, and Electives..... 11 – 54 Credit Hours

- Must complete 1 semester hour in Orientation (ORT 111 or ORI 101).*
- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

** Orientation will be waived for students who have earned an Associate Degree or higher.*

Areas I – V Total Hours Required 30– 60 Credit Hours

Certificates are not intended to transfer.

The following programs offer a Certificate:

Automotive Mechanics	Diesel and Heavy Equipment Mechanics
Building Construction	Welding
Cosmetology	
Practical Nursing (after successful completion of first three semesters in Associate Degree Nursing Program)	

SHORT-TERM CERTIFICATE AWARD REQUIREMENTS

The General Education Core for the Short-Term Certificate (<=29 Semester Hours):

Area I: Written Composition I and II.....0–3 Credit Hours

One technical writing course is recommended in the Short-Term Certificate.

Area II: Humanities and Fine Arts0 Credit Hours

Area III: Natural Science, Mathematics, and Computer Science 0 – 3 Credit Hours

Area IV: History, Social, and Behavioral Sciences0 Credit Hours

Areas I – V General Education Requirements0– 6 Credit Hours

Area V: Technical Core, Technical Concentration, and Electives9–29 Credit Hours

- Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives

Areas I – V Total Hours Required.....9–29 Credit Hours

Short Certificates are not intended for transfer.

The following programs offer Short-Term Certificates:

Automotive Mechanics	Emergency Medical Advanced (AEMT)
Basic SMAW and Cutting	Esthetics Technology
Computer User Support Specialist	Forest Worker/Aide
Consumable Arc Welding Processes	Industrial Electronics
Child Development	Medical Office Administration
Diesel and Heavy Equipment Mechanics	MSSC Certified Production Technician
Emergency Medical Basic (EMT)	Nail Technology

PROGRAMS OF STUDY BY LOCATION

General Studies, Associates in Arts	All Campuses
General Studies, Associates in Science	All Campuses
Automotive Mechanics	MacArthur
Building Construction	Luverne
Child Development	Andalusia
Computer Science	MacArthur
Cosmetology	MacArthur
Diagnostic Medical Sonography	MacArthur
Diesel and Heavy Equipment	MacArthur
Emergency Medical Services	Andalusia
Esthetics	MacArthur
Forestry and Wildlife Sciences	Andalusia
Industrial Electronics	Greenville, MacArthur
Medical Office Administration	MacArthur
Nail Technology	MacArthur
Nursing	Greenville, MacArthur
Physical Therapist Assistant	Greenville
Salon and Spa Management	MacArthur
Welding	Luverne, MacArthur

GRADUATION REQUIREMENTS

Degrees

The **Associate in Arts and Associate in Science Degree** programs are designed for students who plan to transfer to a senior institution in order to pursue a course of study in the liberal arts, sciences, or a specialized professional field.

The **Associate in Applied Science Degree** program is designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. While not designed to meet the needs of students who transfer to senior institutions, portions of these programs may do so.

1. Fulfill degree requirements for Associate in Arts, Associate in Science, and Associate in Applied Science as listed under degree requirements in this catalog.
2. Satisfactorily complete a minimum of 60 semester hours of college credit work in an approved program of study, including prescribed general education courses.
3. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements. In the transfer program, the student should have a 2.00 grade (C) in each course taken for transfer credit.
4. Complete at least 25 percent of semester credit hours at Lurleen B. Wallace Community College.
5. Coursework transferred or accepted for credit toward an undergraduate degree must represent college content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation of credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs
6. Fulfill all financial obligations to the College.
7. Comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:
 - Complete all graduation requirements by the end of fall semester or spring semester or complete all graduation requirements except for successful completion of those classes that will be taken during the succeeding summer term.
 - **Submit an application for graduation**
 - Pay the appropriate non-refundable graduation fee. Graduation fee can be found on the College website.

Formal Awards other than Degrees

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the College granting the award in accordance with policies of the Alabama Community College System.

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours at Lurleen B. Wallace Community College.
4. Transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or an Alabama College System institution with a minimum grade of a C in the courses transferred, must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institutions own undergraduate formal award programs.
5. A student must fulfill all financial obligations to the College
6. Comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:
 - **Submit an application for graduation**
 - Pay the appropriate non-refundable graduation fee. Graduation fee can be found on the College website.

Certificates

Certificate programs below the degree level are designed for students who plan to seek employment based upon the competencies and skills attained through these programs of study.

1. Certificate programs shall be comprised of at least 30 semester credit hours, but no more than 60 semester credit hours.
2. Certificate programs equal to or less than 26 semester hours shall be comprised of at least 9 semester credit hours, but no more than 26 semester credit hours.
3. Guidelines for distribution requirements for courses and area of study within certificate programs, including general education components, will be established by the Chancellor.
4. Comply with formal procedures for graduation in accordance with institutional policy. A student must complete the following to receive a formal graduation award and to participate in the graduation ceremony:
 - Submit an application for graduation
 - Pay the appropriate non-refundable graduation fee. Graduation fee can be found on the College website.

Graduation Honors for Degrees

Superior academic achievement by graduating students is recognized by the following designations on transcripts:

	<u>Cumulative GPA</u>	
Graduation with Honors	(Cum Laude)	3.500 to 3.690
Graduation with High Honors	(Magna Cum Laude)	3.700 to 3.890
Graduation with Highest Honors	(Summa Cum Laude)	3.900 to 4.000

Graduation Honors for Certificates

Cumulative GPA

Graduation with Distinction	3.500 to 4.000
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NOTE: In order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at Lurleen B. Wallace Community College.

PROGRAMS OF STUDY FOR DEGREES OR CERTIFICATES

ASSOCIATE IN ARTS DEGREE

Transfer AA (CIP Code 24.0101)

Program Description: The AA Program is designed for students who intend to transfer to an Alabama public four-year institution and pursue a Bachelor of Arts degree. Students are encouraged to select a major and identify their transfer institution early in their college experience. Please refer to the STARS Transfer Guide at <http://stars.troy.edu> for specific course requirements for Alabama public colleges and universities or refer to the 2 to 4 Transfer Program Guide for private and independent colleges and universities at <http://www.accs.edu> and click on “Academics”.

Admission Requirements: High School Diploma or GED.

Program-level Student Learning Outcomes: Upon completion of the AA Program,

1. Students will demonstrate proficiency in the use of computer software.
2. Students will be able to identify philosophical paradigms in a social and historical context.
3. Students will be able to use data to engage in effective decision-making.
4. Students will be able to explain and apply key principles and foundational concepts in the social sciences.
5. Students will write effectively.
6. Students will analyze and synthesize a variety of texts.
7. Students will demonstrate competence in oral communication.
8. Students will identify major artists and works and explain their significance within a particular medium or period.
9. Students will be able to explain mathematical concepts.
10. Students will be able to apply mathematical concepts.
11. Students will be able to explain scientific principles.
12. Students will be able to apply scientific principles.

Sample Course Sequence

Note: This is a sample course sequence for the AA degree and may vary according to your placement test scores for math and English, your selection of a required six-hour sequence of either literature **OR** history, as well as your selection of electives. The following example includes a six-hour sequence in history. See the degree requirements on the following page for required courses in written composition, Humanities and Fine Arts, Natural Science and Mathematics, History, Social, and Behavioral Sciences, and a list of elective courses. Always check your STARS guide along with the four-year institution’s Area V courses to select elective courses appropriate to your proposed university major.

Course Number/Course Name**First Semester**

	Theory Hrs.	Lab Hrs.	Credit Hrs.
ORI 101 Orientation	1	0	1
ENG 101 English Composition I	3	0	3
CIS 146 Computer Applications	3	0	3
Humanities course	3	0	3
Science course	3	2	4
Total	13	2	14

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
ENG 102 English Composition II	3	0	3
Science Course	3	2-3	4
HIS 101 *Western Civilization I	3	0	3
Fine Arts Course	3	0	3
Elective	3	0	3
Total	15	2-3	16

Third Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
MTH 112 Precalculus Algebra	3	0	3
SPH 106 Fundamentals of Oral Communication	3	0	3
Elective	3	0	3
HIS 102 *Western Civilization II	3	0	3
Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
	15	0	15

Fourth Semester

	Theory	Lab	Credit Hrs.
Literature course	3	0	3
Social/Behavioral Science	3	0	3
Elective	3	0	3
Elective	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total	15	0	15

Total Credit Hours**60**

*A six-hour history sequence is included in this example.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Transfer AA (CIP Code 24.0101)

The mission of the **Associate in Arts Degree Program** is to prepare a student to transfer to a senior institution for the successful completion of a prescribed program of study in a liberal arts area. The program mission supports the College Mission by providing academic instruction and workforce development.

The maximum number of semester credit hours that can be awarded for the AA degree is 64. Associate in Arts degrees in university parallel programs of study include Elementary Education, English/Language Arts, Health, Physical Education & Recreation, History, Liberal Arts, and Secondary Education.

AREA I: Written Composition (6 hours total)	Course	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	_____	3
ENG102 – English Composition II	_____	_____	_____	3
AREA II: Humanities and Fine Arts (12 hours total)	Course	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				
Choose 3 semester hours in Literature from ENG251, ENG252; ENG261, ENG 262; or ENG271, ENG 272	_____	_____	_____	3
SPH106 – Fundamentals of Oral Communication	_____	_____	_____	3
Must complete 3 semester hours in Fine Arts: ART100, MUS101, THR120 or THR 126	_____	_____	_____	3
Remaining semester hours to be selected from Humanities: HUM101 Introduction to Humanities I, HUM 102 Introduction to Humanities II, IDS102 Ethics, religion or Literature course to complete sequence	_____	_____	_____	3
AREA III: Natural Science and Mathematics (11 total hours)	Course	Term	Grade	Hours
MTH110 Finite Math, MTH112 Precalculus Algebra, MTH113 Precalculus Trigonometry, MTH 265 Elementary Statistics, MTH125 Calculus I or higher	_____	_____	_____	3
Must complete 8 semester hours in the Natural Sciences which must include laboratory experience:	_____	_____	_____	4
BIO 101, BIO 102, BIO103, BIO104, CHM 104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214	_____	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (12 hours total)	Course	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				
Choose 3 semester hours in History: HIS101, HIS102, HIS201, HIS202	_____	_____	_____	3
Choose 6 semester hours in Social or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	_____	3
	_____	_____	_____	3

Remaining semester hours to be selected from History, Social, or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116 or History course to complete a History sequence		_____	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (19-23 hours total)		Course	Term	Grade	Hours
CIS146 – Computer Applications		_____	_____	_____	3
ORI101 – Orientation		_____	_____	_____	1
Check your STARS Guide and see list of electives following this chart.					
Elective _____		_____	_____	_____	3
Elective _____		_____	_____	_____	3
Elective _____		_____	_____	_____	3
Elective _____		_____	_____	_____	3
Elective _____		_____	_____	_____	3
Total Hours Required for Degree					60-64
<i>Students may transfer 60 to 64 hours to a senior institution. Electives should be from the AGSC approved course listing. See http://stars.troy.edu for more information.</i>					

Area III: *CHOICE RESTRICTIONS: In satisfaction of AREA III requirements, if you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHEM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

**MTH 113 counts toward Area III requirements only if MTH 112 is a prerequisite and shows on the student's transcript.

Area V: Elective courses - Courses not taken in Areas II, III, and IV above may be used as an elective if not already taken. Other courses listed below will also meet elective requirements of the LBWCC Associate in Arts Degree; however, you must check your STARS guide in order to choose electives that meet university Area V requirements for transfer. Courses with an asterisk require a prerequisite. Courses may not be offered every term.

ART 101, ART113, *ART 114, ART 121, *ART122, *ART127, ART 222, *ART233; BIO 101, BIO 102, BIO 120, BIO201, *BIO202, *BIO220; BUS 241, BUS 242, BUS 263, BUS 271, BUS 298; CHM 104, *CHM111, *CHM112, *CHM221, *CHM222; CIS 146, CIS147, CIS251; DNC111, *DNC112, *DNC121; *DNC 122; DNC 144; *DNC 144, DNC 160, *DNC 161, *DNC 234, *DNC 243, *DNC 244; ECO 231, ECO232; *ENG251; *ENG252; *ENG261; *ENG262, *ENG 271; *ENG272; GEO 100; HED 224; HIS 101, HIS 102, HIS 201, HIS 202, HIS 256; HUM 101; HUM 102; HUM 299-01; HUM 299-02; HUM 299-03; IDS102; MTH 100, *MTH110; *MTH 112, *MTH113, *MTH125, *MTH126, *MTH227, *MTH231, *MTH232, *MTH238; MTH265, MUS 101, *MUS111, *MUS112, *MUS211, *MUS212; MUL 111-112; Class Voice I, II, III, IV; MUL 170 (vocal); MUL171 (Instruments), MUL *172-173, *272-273 (musical theatre workshop), * MUL Music Ensembles, MUL 182-83, (Vocal Ensemble; MUL 184-185, 284-285 (Jazz Show Choir), MUL196-197, 296-297 Jazz/Show Band, MUP Individual Performance Instruction: *MUP 101, *MUP102; *MUP201, *MUP 202; *MUP111, *MUP112; *MUP211, *MUP212; ORI101, PED103, PED104, PED118, *PED119; PED171, PED188, *PED248, *PED249; *PED252, *PED 253, *PED254, *PED258; *PED259, *PED261, PED 265 *PED266, *PED267, *PED 268, *PED271; *PED283, *PED286; PHS111, *PHS112; *PHY 201, *PHY 202, *PHY 213, *PHY 214; POL211; PSY 200, PSY 210; REL100, REL 151, REL152; SOC200; SPH106, SPH107, SPH116, THR120, THR 126.

ASSOCIATE IN SCIENCE DEGREE

Transfer AS (CIP Code 24.0102)

Program Description: The AS Program is designed for students who intend to transfer to an Alabama public four-year institution and pursue a Bachelor of Science degree. Students are encouraged to select a major and identify their transfer institution early in their college experience. Please refer to the STARS Transfer Guide at <http://stars.troy.edu> for specific course requirements for Alabama public colleges and universities or refer to the 2 to 4 Transfer Program Guide for private and independent colleges and universities at <http://www.accs.cc> and click on “Higher Ed Transfer.”

Admission Requirements: High School Diploma or GED.

Program-level Student Learning Outcomes: Upon completion of the AA Program,

1. Students will demonstrate proficiency in the use of computer software.
2. Students will be able to identify philosophical paradigms in a social and historical context.
3. Students will be able to use data to engage in effective decision-making.
4. Students will be able to explain and apply key principles and foundational concepts in the social sciences.
5. Students will write effectively.
6. Students will analyze and synthesize a variety of texts.
7. Students will demonstrate competence in oral communication.
8. Students will identify major artists and works and explain their significance within a particular medium or period.
9. Students will be able to explain mathematical concepts.
10. Students will be able to apply mathematical concepts.
11. Students will be able to explain scientific principles.
12. Students will be able to apply scientific principles

Sample Course Sequence

Note: This is a sample course sequence for the AS degree and may vary according to your placement test scores for math and English, your selection of a required six-hour sequence of either literature **OR** history, as well as your selection of electives. The following example includes a six-hour sequence in history. See the degree requirements on the following page for required courses in written composition, Humanities and Fine Arts, Natural Science and Mathematics, History, Social, and Behavioral Sciences, and a list of elective courses. Always check your STARS guide along with the four-year institution’s Area V courses to select elective courses appropriate to your proposed university major.

Course Number/Course Name

		Theory Hrs.	Lab Hrs.	Credit Hrs.
First Semester				
ORI	101 Orientation	1	0	1
ENG	101 English Composition I	3	0	3
CIS	146 Computer Applications	3	0	3
	Humanities course	3	0	3
	Science course	3	2	4
	Total	13	2	14

		Theory Hrs.	Lab Hrs.	Credit Hrs.
Second Semester				
ENG	102 English Composition II	3	0	3
	Science Course	3	2-3	4
HIS	101 *Western Civilization I	3	0	3
	Fine Arts Course	3	0	3
	Elective	3	0	3
	Total	15	2-3	16

		Theory Hrs.	Lab Hrs.	Credit Hrs.
Third Semester				
MTH	112 Precalculus Algebra	3	0	3
SPH	106 Fundamentals of Oral Communication	3	0	3
	Elective	3	0	3
HIS	102 *Western Civilization II	3	0	3
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

		Theory Hrs.	Lab Hrs.	Credit Hrs.
Fourth Semester				
	Literature course	3	0	3
	Social/Behavioral Science	3	0	3
	Elective	3	0	3
	Elective	3	0	3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
	Total	15	0	15

Total Credit Hours	60
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ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Transfer AS (CIP Code 24.0102)

The mission of the **Associate in Science Degree Program** is to prepare a student to transfer to a senior institution for the successful completion of a prescribed program of study in a general field or in a specialized pre-professional field. The program mission supports the College Mission by providing academic instruction and workforce development.

The maximum number of semester credit hours that can be awarded for the AS degree is 64. Associate in Science degrees in university parallel programs of study include Biological Sciences, Business Administration (Accounting, Economics, Management, Management Information Systems, Marketing), Chemistry, Computer Science, Criminal Justice, Education, Forestry, General Studies, Mathematics, Music, Physics, Pre-Nursing, Pre-professional (including Dentistry/Medicine/Optomety/Pharmacy/Veterinary Medicine), and Psychology.

AREA I: Written Composition (6 hours total)	Course	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	_____	3
ENG102 – English Composition II	_____	_____	_____	3
AREA II: Humanities and Fine Arts (12 hours total)	Course	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				
Choose 3 semester hours in Literature from ENG251, ENG252; ENG261, ENG 262; or ENG271, ENG 272	_____	_____	_____	3
SPH106 – Fundamentals of Oral Communication	_____	_____	_____	3
Must complete 3 semester hours in Fine Arts: ART100, MUS101, THR120, or THR 126	_____	_____	_____	3
Remaining semester hours to be selected from Humanities: HUM101 Introduction to Humanities I, HUM 102 Introduction to Humanities II, IDS102 Ethics, religion, or Literature course to complete sequence <i>*All engineering majors may reduce Area II credit hours from 12 to 9 and reduce Area IV credit hours from 12 to 9 to allow 6 credit hours to be added to Area V for required math and science courses taken prior to transfer. Check STARS guide for university requirements.</i>	_____	_____	_____	3*
AREA III: Natural Science and Mathematics (11 total hours)	Course	Term	Grade	Hours
MTH110 – Finite Math, MTH112 Precalculus Algebra, MTH113 Precalculus Trigonometry, MTH 265 Elementary Statistics, MTH125 Calculus I or higher	_____	_____	_____	3
Must complete 8 semester hours in the Natural Sciences which must include laboratory experience: BIO103, BIO104, CHM 104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214	_____	_____	_____	4
	_____	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (12 hours total)	Course	Term	Grade	Hours
<i>Must complete a 6 semester hour sequence in either Literature (Area II) or History (Area IV)</i>				

Choose 3 semester hours in History: HIS101, HIS102, HIS201, HIS202	_____	_____	_____	3
Choose 6 semester hours in Social or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	_____	3
Remaining semester hours to be selected from History, Social, or Behavioral Sciences: ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116 or History course to complete a History sequence	_____	_____	_____	3
All engineering majors may reduce Area II credit hours from 12 to 9 and reduce Area IV credit hours from 12 to 9 to allow 6 credit hours to be added to Area V for required math and science courses taken prior to transfer. Check STARS guide for university requirements.	_____	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (19-23 hours total). Engineering majors may take up to 29 hours in Area V.	Course	Term	Grade	Hours
CIS146 – Computer Applications	_____	_____	_____	3
ORI101 – Orientation	_____	_____	_____	1
Check your STARS Guide and see list of electives following this chart.	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Elective _____	_____	_____	_____	3
Total Hours Required for Degree				60-64
<i>Students may transfer 60 to 64 hours to a senior institution. Electives should be from the AGSC approved course listing. See http://stars.troy.edu for more information. Engineering Majors should check with advisor from Math/Science Division regarding required credit hours in Area II, Area IV or Area V.</i>				

Area V: Elective courses - Courses not taken in Areas II, III, and IV above may be used as an elective if not already taken. Other courses listed below will also meet elective requirements of the LBWCC Associate in Science Degree; however, you must check your STARS guide in order to choose electives that meet university Area V requirements for transfer. Courses with an asterisk require a prerequisite. Courses may not be offered every term.

ART 101, ART113, *ART 114, ART 121, *ART122, *ART127, ART 222, *ART233; BIO 120, BIO201, *BIO202, *BIO220; BUS 241, BUS 242, BUS 263, BUS 271, BUS 298; CHM 104, *CHM111, *CHM112, *CHM221, *CHM222; CIS 146, CIS147, CIS251; DNC111, *DNC112, *DNC121; *DNC 122; DNC 144; *DNC 144, DNC 160, *DNC 161, *DNC 234, *DNC 243, *DNC 244; ECO 231, ECO232; *ENG251; *ENG252; *ENG261; *ENG262, *ENG 271; *ENG272; GEO 100; HED 224; HIS 101, HIS 102, HIS 201, HIS 202, HIS 256; HUM 101; HUM 102; HUM 299-01; HUM 299-02; HUM 299-03; IDS102; MTH 100, *MTH110; *MTH 112, *MTH113, *MTH125, *MTH126, *MTH227, *MTH231, *MTH232, *MTH238, MTH265; MUS 101, *MUS111, *MUS112, *MUS211, *MUS212; MUL 111-112; Class Voice I, II, III, IV; MUL 170 (vocal); MUL171 (Instruments), MUL *172-173, *272-273 (musical theatre workshop), *MUL Music Ensembles, MUL 182-83, (Vocal Ensemble); MUL 184-185, 284-285 (Jazz Show Choir), MUL196-197, 296-297 Jazz/Show Band, MUP Individual Performance Instruction: *MUP 101, *MUP102; *MUP201, *MUP 202; *MUP111, *MUP112; *MUP211, *MUP212; ORI101, PED103, PED104, PED 118, *PED119; PED 171, PED 188, *PED248, *PED249; *PED252, *PED253, *PED254, *PED 258, *PED259, *PED261, PED 265 *PED266, *PED267, *PED268, *PED271, *PED 283, *PED286; PHS111, *PHS112; *PHY 201, *PHY 202, *PHY 213, *PHY 214; POL211; PSY 200, PSY 210; REL100, REL 151, REL152; SOC200; SPH106, SPH107, SPH116, THR120, THR 126.

AUTOMOTIVE MECHANICS
AUM 47.0604
(Certificate)

Program Description: Automotive technicians should be able to diagnose problems, repair and/or replace defective components including electrical systems and other electrical units, perform preventative maintenance, and complete safety inspection to factory specifications.

Accreditation: The instruction, course of study, facilities, and equipment of Lurleen B. Wallace Community College Automotive Program have been evaluated by the ASE Education Foundation and meets the standards of quality for the training of automotive technicians in the following areas: Brakes, Electrical/Electronic Systems, Engine Performance, Suspension and Steering, Automotive Transmission & Transaxle, Engine Repair, Heating & Air Conditioning, and Manual Drive train and Axels.

ASE Education Foundation
1503 Edwards Ferry Rd, NE, Suite 401
Leesburg, VA 20176
www.aseeducation.org

Job Opportunities: Jobs in the automotive industry are unlimited. Technicians may work in new car dealerships, independent garages, chain store repair shops, automotive machine shops; parts supply companies, service stations and other jobs that require mechanical knowledge.

Admission Requirements: High School diploma, GED, or demonstrated ability to benefit.

Program-level Student Learning Outcomes: Upon completion of the Automotive Mechanics Program, students will be able to:

1. Students will apply safe and effective practices in a shop environment.
2. Students will apply electrical principles to the diagnosis and repair of automobiles.
3. Students will diagnose common automobile problems.
4. Students will repair common automobile problems.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

***Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the placement exam may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

Course Number/Course Name**First Semester**

	Theory Hrs.	Lab Hrs.	Credit Hrs.
AUM 101 Fundamental of Automotive	1	4	3
AUM 112 Electrical Fundamentals	1	4	3
AUM 239 Engine Performance	1	4	3
AUM 182 Special Topics	0	6	2
*COM 100 Introductory Technical English I	3	0	3
*ORT 111 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	7	18	15

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
AUM 121 Braking Systems	1	4	3
AUM 122 Steering and Suspension	1	4	3
AUM 230 Auto Transmission and Transaxle	1	4	3
AUM 224 Manual Transmission and Transaxle	1	4	3
*MAH 101 Introductory Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
Total	7	16	15

Third Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
AUM 133 Motor Vehicle Air Conditioning	1	4	3
AUM 124 Automotive Engines	1	4	3
AUM 250 Hybrid & Electrical Vehicles	1	4	3
AUM 130 Drive Train and Axles	1	4	3
*SPC 103 Oral Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
Total	7	16	15

Fourth Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
AUM 162 Electrical and Electronic Systems	1	4	3
AUM 244 Engine Performance and Diagnostics	1	4	3
AUM 220 Advanced Automotive Engines	1	4	3
AUM 246 Automotive Emissions	1	4	3
*DPT 103 Introductory Computer Skills II	<u>3</u>	<u>0</u>	<u>3</u>
Total	7	16	15

Total Credit Hours	60
Total Contact Hours	1410

AUTOMOTIVE MECHANICS (CIP CODE 47.0604) CERTIFICATE REQUIREMENTS

The mission of the Automotive Mechanics Program is to prepare students for employment as an automotive mechanics technician. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Computer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Automotive Courses (47 hours total)	Term	Grade	Hours
AUM 101 Fundamentals of Automotive Technology	_____	_____	3
AUM 112 Electrical Fundamentals	_____	_____	3
AUM 239 Engine Performance	_____	_____	3
AUM 182 Special Topics	_____	_____	2
AUM 121 Braking Systems	_____	_____	3
AUM 122 Steering and Suspension	_____	_____	3
AUM 230 Auto Transmission and Transaxle	_____	_____	3
AUM 224 Manual Transmission and Transaxle	_____	_____	3
AUM 133 Motor Vehicle Air Conditioning	_____	_____	3
AUM 124 Automotive Engines	_____	_____	3
AUM 250 Hybrid & Electric Vehicles	_____	_____	3
AUM 130 Drive Train and Axles	_____	_____	3
AUM 162 Electrical and Electronic Systems	_____	_____	3
AUM 244 Engine Performance and Diagnostics	_____	_____	3
AUM 220 Advanced Automotive Engines	_____	_____	3
AUM 246 Automotive Emissions	_____	_____	3
Total Hours Required for Degree			60

*High School graduates (including students with a GED) are eligible to take these courses.

**MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

AUTOMOTIVE MECHANICS SHORT-TERM CERTIFICATE
AUM 47.0604
(Short-Term Certificate)

Program Description: The short certificate Automotive Mechanics Program is designed to provide basic knowledge for students in automotive and electrical fundamentals, braking systems, steering and suspension, automotive engines, and engine performance.

Accreditation: The instruction, course of study, facilities, and equipment of Lurleen B. Wallace Community College Automotive Program have been evaluated by the ASE Education Foundation and meets the standards of quality for the training of automotive technicians in the following areas: Brakes, Electrical/Electronic Systems, Engine Performance, Suspension and Steering, Automotive Transmission & Transaxle, Engine Repair, Heating & Air Conditioning, and Manual Drive train and Axels.

ASE Education Foundation
1503 Edwards Ferry Rd, NE, Suite 401
Leesburg, VA 20176
www.aseeducation.org

Job Opportunities: Entry level job opportunities may include employment with independent garages, part supply companies, service stations and other jobs that require basic mechanical knowledge.

Admission Requirements: High School diploma, GED, or demonstrated ability to benefit.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
AUM 101 Fundamental of Automotive	1	4	3
AUM 112 Electrical Fundamentals	1	4	3
AUM 121 Braking Systems	1	4	3
AUM 122 Steering and Suspension	1	4	3
AUM 124 Automotive Engines	1	4	3
AUM 239 Engine Performance	<u>1</u>	<u>4</u>	<u>3</u>
Total	6	24	18
Total Credit Hours			18
Total Contact Hours			450

AUTOMOTIVE MECHANICS (CIP CODE 47.0604)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Automotive Mechanics Short Certificate Program is to prepare students for employment in entry-level automotive mechanics positions which require a basic knowledge of automotive and electrical fundamentals, braking systems, steering and suspension, automotive engines, and engine performance. The program supports the College mission by providing academic and technical instruction and workforce development.

Automotive Courses (18 hours total)	Term	Grade	Hours
AUM 101 Fundamentals of Automotive Technology	_____	_____	3
AUM 112 Electrical Fundamentals	_____	_____	3
AUM 121 Braking Systems	_____	_____	3
AUM 122 Steering and Suspension	_____	_____	3
AUM 124 Automotive Engines	_____	_____	3
AUM 239 Engine Performance	_____	_____	3
Total Hours			18

BUILDING CONSTRUCTION
BUC 46.0415
(Degree)

Program Description: Building Construction will prepare students to apply technical knowledge and skills to residential and commercial building construction and remodeling. Areas of instruction include safe construction and tool use practices; blueprint reading; building codes; construction estimating; site preparation and layout; carpentry; masonry; heating, ventilation, and air conditioning systems; electrical and mechanical systems; and plumbing.

Job Opportunities: Building Construction will prepare graduates for a variety of construction-related occupations, including carpentry and construction management.

Admission Requirements: High School diploma or GED.

Program-level Student Learning Outcomes: Upon completion of the Building Construction Associate in Applied Science Program:

1. Students will work safely in a construction environment.
2. Students will apply technical skills to residential and commercial building construction and remodeling.
3. Students will use construction tools and equipment safely and efficiently.
4. Students will demonstrate working knowledge of masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; plumbing; carpentry; site layout; and foundation systems.
5. Students will apply knowledge of blueprint reading, building codes, construction estimating, and site preparation.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

AAS Degree in Building Construction

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
BUC 110 Basic Construction Tools and Materials	2	3	3
BUC 111 Basic Construction Layout	1	6	3
MTH 100 Intermediate College Algebra (or higher)	3	0	3
BUC 113 Basic Construction Print Reading	3	0	3
CAR 232 Construction Project Management	3	0	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	13	9	16

Second Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
BUC 121 Floors and Walls Framing	1	6	3
BUC 115 Roof and Ceiling Framing	1	6	3
BUC 133 Building Codes	3	0	3
CMT 206 Construction Estimating	3	0	3
ENG 101 English Composition	<u>3</u>	<u>0</u>	<u>3</u>
Total	11	12	15

Third Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
CMT 175 Electrical & Plumbing Systems	3	0	3
CMT 170 HVAC Systems	3	0	3
CIS 146 Computer Applications	3	0	3
CAR 132 Interior and Exterior Finishing	<u>1</u>	<u>6</u>	<u>3</u>
Total	10	6	12

Fourth Semester			
CAR 203 Special Projects in Carpentry	0	9	3
MTH 246 Mathematics of Finance	3	0	3
CMT 208 Project Planning and Scheduling	2	3	3
CMT 114 10 Hour OSHA Construction Safety	1	0	1
SPH 106 Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
Total	9	12	13

Fifth Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
BUC 238 Cooperative Work Experience	0	15	3
CAR 230 Residential Repair and Remodeling	3	0	3
Humanities or Fine Arts	3	0	3
History, Social or Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Total	9	15	12

Total Credit Hours	68
Total Contact Hours	1,590

**BUILDING CONSTRUCTION (CIP CODE 46.0415)
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS**

The mission of the Building Construction Program is to prepare students for employment in construction-related occupations. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; REL 152 Survey of the New Testament, ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete MTH 100 Intermediate College Algebra (or higher)	_____	_____	3
Must complete MTH 246 Mathematics of Finance	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3

AREA V: Pre-Professional, Major, and Elective Courses (50 credit hours)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS146 Computer Applications	_____	_____	3
BUC110 Basic Construction Tools and Materials	_____	_____	3
BUC111 Basic Construction Layout	_____	_____	3
BUC113 Basic Construction Print Reading	_____	_____	3
CAR232 Construction Project Management	_____	_____	3
BUC121 Floors and Walls Framing	_____	_____	3
BUC115 Roof and Ceiling Framing	_____	_____	3
BUC133 Building Codes	_____	_____	3
CMT206 Construction Estimating	_____	_____	3
CMT175 Electrical & Plumbing Systems	_____	_____	3
CMT170 HVAC Systems	_____	_____	3
CAR132 Interior and Exterior Finishing	_____	_____	3
CAR203 Special Topics in Carpentry	_____	_____	3
CMT208 Project Planning and Scheduling	_____	_____	3
CMT114 10 Hour OSHA Construction Safety	_____	_____	1
BUC238 Cooperative Work Experience	_____	_____	3
CAR230 Residential Repair and Remodeling	_____	_____	3
Total Hours Required for Degree			68

BUILDING CONSTRUCTION CERTIFICATE
BUC 46.0415
(Certificate)

Program Description: Building Construction will prepare students to apply technical knowledge and skills to residential and commercial building construction and remodeling. Areas of instruction include safe construction and tool use practices; blueprint reading; building codes; construction estimating; site preparation and layout; carpentry; masonry; heating, ventilation, and air conditioning systems; electrical and mechanical systems; and plumbing.

Job Opportunities: Building Construction will prepare graduates for a variety of construction-related occupations, including carpentry and construction management.

Admission Requirements: High School diploma or GED, or demonstrated ability to benefit.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

***Important Note for students and advisors:** High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ENG101 is an associate degree eligible transfer course while COM100 is not. High school graduates scoring into higher English classes on the ACCUPLACER assessment may substitute ENG101 for COM 100 Introductory Technical English I.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
BUC 110 Basic Construction Tools and Materials	2	3	3
BUC 111 Basic Construction Layout	1	6	3
MTH 100 Intermediate College Algebra (or higher)	3	0	3
BUC 113 Basic Construction Print Reading	3	0	3
CAR 232 Construction Project Management	3	0	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	13	9	16

Second Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
BUC 121 Floors and Walls Framing	1	6	3
BUC 115 Roof and Ceiling Framing	1	6	3
BUC 133 Building Codes	3	0	3
CMT 206 Construction Estimating	3	0	3
ENG 101 English Composition	<u>3</u>	<u>0</u>	<u>3</u>
Total	11	12	15

Total Credit Hours

31

Total Contact Hours

675

**BUILDING CONSTRUCTION (CIP CODE 46.0415)
CERTIFICATE REQUIREMENTS**

The mission of the Building Construction Program is to prepare students for employment in construction-related occupations. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (7 credit hours)	Term	Grade	Hours
Choose one: ORI 101 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
**MTH100 Intermediate College Algebra (or higher)	_____	_____	3
Building Construction Courses (46 credit hours)	Term	Grade	Hours
BUC110 Basic Construction Tools and Materials	_____	_____	3
BUC111 Basic Construction Layout	_____	_____	3
BUC113 Basic Construction Print Reading	_____	_____	3
CAR232 Construction Project Management	_____	_____	3
BUC121 Floors and Walls Framing	_____	_____	3
BUC115 Roof and Ceiling Framing	_____	_____	3
BUC133 Building Codes	_____	_____	3
CMT206 Construction Estimating	_____	_____	3
Total Hours Required for Certificate			31

* Students may wish to pursue an associate degree or higher at a later time and should note that ENG101 is an associate degree eligible transfer course while COM100 is not. High school graduates scoring into higher English classes on the ACCUPLACER assessment may substitute ENG101 for COM 100 Introductory Technical English I.

**MTH100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

CHILD DEVELOPMENT
CHD 19.0708
(Degree)

Program Description: The Child Development program is offered to prepare students for employment in the field of early care and education. The program is designed to provide students with skills and knowledge to work effectively with young children and families. Graduates may be employed as administrators in private preschool programs; as teachers in state pre-kindergarten programs, preschool programs, Head Start and Early Head Start programs; or aides in public school systems.

Students may pursue the Associate in Applied Science Degree in Child Development or a Child Development Certificate. Child Development courses focus on developing competencies involved in the direct care of young children. Both programs allow students to develop a broad base of competencies that will prepare them to guide experiences of children from birth through early childhood. The Child Development Certificate is designed to prepare students to enter the field of early care and education and may be an intermediate step for those working toward a degree. Child Development courses may also be used to fulfill the educational requirements of individuals who wish to obtain a Child Development Associate (CDA) Credential from the Council for Early Childhood Professional Recognition in Washington, D.C.

Job Opportunities: Graduates may be employed in private preschool programs or childcare facilities; as teachers in pre-kindergarten programs, private preschool programs, Head Start and Early Head Start programs; or aides in public school systems or private child care facilities.

Minimum Admission Requirements:

1. Unconditional admission to the College
2. A minimum of 2.00 high school GPA for students without prior college (GED acceptable in lieu of high school transcript)
3. Eligibility for English 101 and Math 116 as determined by college policy
4. Good standing with the College

Program-level Student Learning Outcomes: Upon completion of the Child Development Program:

1. Students will be able to describe the roles of the administrator in a childcare facility.
2. Students will be able to describe major elements in operating a childcare facility to include basic management concepts, budgeting, and personnel policies and procedures.
3. Students will be able to develop activities that support pre-reading development in young children.
4. Students will be able to describe safe and healthy management practices in a childcare setting.
5. Students will be able to describe appropriate techniques for reading to children and model reading to young children in an engaging manner.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

	Theory Hrs.	Lab Hrs.	Credit Hrs.
First Semester			
CHD 100 Introduction of Early Care and Education of Children (CDA)	3	0	3
CHD 202 Children's Creative Experiences (CDA)	3	0	3
ENG 101 English Composition I	3	0	3
CIS 146 Computer Applications	3	0	3
PSY 200 General Psychology	3	0	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	16	0	16

	Theory Hrs.	Lab Hrs.	Credit Hrs.
Second Semester			
CHD 201 Child Growth and Development (or) PSY 210 Human Growth and Development	3	0	3
CHD 203 Children's Literature and Language	3	0	3
CHD 204 Methods and Materials for Teaching Children	3	0	3
ENG 102 English Composition II	3	0	3
MTH 100 Intermediate College Algebra (or)	3	0	3
MTH 116 Mathematical Applications Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total	18	0	18

	Theory Hrs.	Lab Hrs.	Credit Hrs.
Third Semester			
CHD 205 Program Planning for Educating Young Children	3	0	3
CHD 206 Children's Health and Safety	3	0	3
CHD 208 Administration of Child Development Programs	3	0	3
SPH 106 Fundamentals of Oral Communication	3	0	3
BIO 103 Principles of Biology	<u>3</u>	<u>2</u>	<u>4</u>
Total	15	2	16

Fourth Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
CHD 209	Infant and Toddler Education Programs	3	0	3
CHD 214	Families and Communities in Early Care and Education Programs	3	0	3
CHD 210	Educating Exceptional Children	3	0	3
CHD 224	School Age Childcare	3	0	3
CHD 215	Supervised Practical Experience in Child Development	<u>0</u>	<u>6</u>	<u>3</u>
Total		12	6	15
Total Credit Hours				65
Total Contact Hours				1035

CHILD DEVELOPMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)

The mission of the Child Development Program is to prepare students for employment in the field of early care and education including positions such as administrators in private preschool programs, as teachers in state pre-kindergarten programs, preschool programs, Head Start and Early Head Start programs; or aides in public school systems. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (6 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
ENG102 – English Composition II	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (7 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose MTH100 or MTH116 Mathematical Applications	_____	_____	3
Choose BIO101 or BIO103	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
PSY200 General Psychology	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (43 hours total)	Term	Code	Hours
ORI 101 Orientation	_____	_____	1
CHD 100 Introduction of Early Care and Education of Children	_____	_____	3
CHD 202 Children’s Creative Experiences	_____	_____	3
CHD 201 Child Growth and Development (or) PSY210 Human Growth and Development	_____	_____	3
CHD 203 Children’s Literature and Language Development	_____	_____	3
CHD 204 Methods and Materials for Teaching Children	_____	_____	3
CHD 205 Program Planning for Educating Young Children	_____	_____	3
CHD 206 Children’s Health and Safety	_____	_____	3
CHD 208 Administration of Child Development Programs	_____	_____	3
CHD 209 Infant and Toddler Education Programs	_____	_____	3
CHD 214 Families and Communities in Early Care and Education Programs	_____	_____	3
CHD210 Educating Exceptional Children	_____	_____	3
CHD 224 School Age Childcare	_____	_____	3
CHD 215 Supervised Practical Experience in Child Development	_____	_____	3
CIS 146 Computer Applications	_____	_____	3
Total Hours Required for Degree			65

CHILD DEVELOPMENT CERTIFICATE
CHD 19.0708
(Short-Term Certificate)

Admission Requirements: High School diploma or GED

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
CHD 100	Introduction of Early Care and Education of Children (CDA)	3	0	3
CHD 204	Methods and Materials for Teaching Children	3	0	3
CHD 206	Children's Health and Safety	<u>3</u>	<u>0</u>	<u>3</u>
Total		9	0	9
Total Credit Hours				9
Total Contact Hours				135

(CDA) Courses designed to prepare students for Child Development Association Certification.

CHILD DEVELOPMENT (CIP CODE 19.0708)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Child Development Short Certificate Program is to prepare students for employment as a childcare provider/educator of young children. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Child Development Courses (27 credit hours)	Term	Code	Hours
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 Hours Required for Short Certificate			9

COMPUTER SCIENCE
CIS 11.0101
(Degree)

Program Description: The Computer Science curriculum is composed of a series of comprehensive courses designed to prepare students for employment in the field of computer science. Emphasis is placed on fundamental principles, procedures, coding, peripheral equipment, computer center operations, networking, and programming techniques. The programming languages studied include Apple Swift and JAVA. Laboratory training is similar to that which is found in industry.

Job Opportunities: Graduates of the Computer Science Program have bright employment outlook. The Alabama Department of Labor designated the occupation of Computer User Support Specialists as a High Demand Occupation in Alabama for the period of 2016-2026 (<http://www2.labor.alabama.gov/Projections/Occupational/>) with 540 job openings in Alabama with average annual wages listed as \$48,528.

Admission Requirements: High School diploma or GED.

Program-level Student Learning Outcomes: Upon completion of the Computer Science Program:

1. Students will be able to develop web applications.
2. Students will be able to explain, install, and upgrade basic operating systems.
3. Students will be able to explain and apply programming principles.
4. Students will be able to design and maintain computer networks.
5. Students will be able to explain and utilize common software applications.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester				Theory Hrs.	Lab Hrs.	Credit Hrs.
ORI	101	Orientation		1	0	1
ENG	101	English Composition I		3	0	3
MTH	116	Mathematical Applications		3	0	3
CIS	146	Computer Applications		3	0	3
CIS	249	Microcomputer Operating Systems		3	0	3
CIS	191	Intro to Computer Programming Concepts		<u>3</u>	<u>0</u>	<u>3</u>
Total				16	0	16

Second Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
MTH	246 Mathematics of Finance	3	0	3
CIS	157 Introduction to APP Development with Swift	1	4	3
CIS	263 Computer Maintenance	3	0	3
CIS	257 JavaScript	<u>3</u>	<u>0</u>	<u>3</u>
Total		10	4	12

Third Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS	207 Web Development	3	0	3
CIS	222 Database Management Systems	3	0	3
CIS	255 JAVA Programming	3	0	3
SPH	106 Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
Total		12	0	12

Fourth Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS	199 Network Communications	3	0	3
CIS	220 App Development with Swift	1	4	3
CIS	275 Workstation Administration	3	0	3
History, Social Science, Behavioral Science		<u>3</u>	<u>0</u>	<u>3</u>
Total		10	4	12

Fifth Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS	280 Network Security	3	0	3
CIS	256 Advanced JAVA	3	0	3
CIS	276 Server Administration	3	0	3
Humanities and Fine Arts Elective		<u>3</u>	<u>0</u>	<u>3</u>
Total		12	0	12

Total Credit Hours			64
Total Contact Hours			1,020

COMPUTER SCIENCE
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)

The mission of the Computer Science Program is to prepare students for employment in the field of computer science. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
MTH 116 Mathematical Applications	_____	_____	3
MTH 246 Mathematics of Finance	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (46 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS 191 Intro to Programming Concepts	_____	_____	3
CIS 249 Microcomputer Operating Systems	_____	_____	3
CIS 207 Web Development	_____	_____	3
CIS 157 Introduction to APP Development with Swift	_____	_____	3
CIS 222 Database Management Systems	_____	_____	3
CIS 257 JavaScript	_____	_____	3
CIS 263 Computer Maintenance	_____	_____	3
CIS 275 Workstation Administration	_____	_____	3
CIS 199 Network Communications	_____	_____	3
CIS 255 JAVA Programming	_____	_____	3
CIS 276 Server Administration	_____	_____	3
CIS 280 Network Security	_____	_____	3
CIS 220 APP Development with Swift I	_____	_____	3
CIS 256 Advanced JAVA	_____	_____	3
CIS146 Computer Applications	_____	_____	3
Total Hours Required for Degree			64

COMPUTER USER SUPPORT SPECIALIST
CIS 11.0101
(Short-Term Certificate)

Program Description: The program includes courses designed to prepare students for entry level positions requiring skills to answer questions or resolve computer problems for clients in person, via telephone, or electronically. In addition, the students can assist clients in the use of computer hardware and software, including printing and operating systems.

Job Opportunities: The Computer User Support Specialist is listed as a high demand occupation in Alabama with an average of 25 job openings in south Alabama and an estimated annual salary of \$44,473.

Admission Requirements: High School diploma or GED

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name	Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS 146 Computer Applications	3	0	3
CIS 249 Microcomputer Operating System	3	0	3
CIS 275 Workstation Administration	3	0	3
CIS 263 Computer Maintenance	<u>3</u>	<u>0</u>	<u>3</u>
Total	12	0	12
Total Credit Hours			12
Total Contact Hours			180

COMPUTER USER SUPPORT SPECIALIST (CIP CODE 11.0101)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Computer Science Short Certificate Program is to prepare students for employment in entry level positions requiring skills in word processing, spreadsheets, and data base management. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Computer Science Courses (12 credit hours)	Term	Grade	Hours
CIS 146 Computer Applications	_____	_____	3
CIS 249 Microcomputer Operating Systems	_____	_____	3
CIS 275 Workstation Administration	_____	_____	3
CIS 263 Computer Maintenance	_____	_____	3
Total Hours Required for Computer User Support Specialist Short Certificate			12

SALON AND SPA MANAGEMENT
COS 12.0401
(Degree)

Program Description: The Salon and Spa Management Program will prepare students to manage full-service salons or spas and will include extensive instruction in the cosmetic arts, including hair, nail, and facial procedures and treatments.

Job Opportunities: A high percentage of operators become licensed as managers and open their own shops. A position as technician or demonstrator of cosmetics and hair coloring offers an additional opportunity. For a well-qualified cosmetologist, the teaching field in private and state-accredited schools provides further areas for occupational advancement.

Admission Requirements: High School diploma or GED.

State Legal Requirements for Eligibility for Licensure: Cosmetologists are required to be licensed by the Alabama Board of Cosmetology to work in Alabama. Upon completion of the program, graduates should obtain an application for the State Cosmetology Examination from an instructor and mail the completed application to:

Alabama Board of Cosmetology
State Employees Credit Union Building
1000-A Interstate Park Drive
Montgomery, Alabama 36130-1750

Graduates should note that the Alabama Board of Cosmetology requires applicants to apply for the State Board Exam within three months of completion of the program of study.

Program-level Student Learning Outcomes: Upon completion of the Cosmetology Program:

1. Students will demonstrate safe and sanitary procedures in a salon environment.
2. Students will apply business and communication principles necessary for working in a salon environment.
3. Students will explain and perform a variety of hair services.
4. Students will explain and perform a variety of nail procedures.
5. Students will explain and perform a variety of facial treatments.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name		Theory Hrs.	Lab Hrs.	Credit Hrs.
First Semester				
COS 111	Introduction to Cosmetology	3	0	3
COS 112	Introduction to Cosmetology Lab	0	6	3
COS 113	Theory of Chemical Services	3	0	3
COS 114	Chemical Services Lab	0	6	3

SPH	106	Fundamentals of Oral Communication	3	0	3
ORI	101	Orientation to College	<u>1</u>	<u>0</u>	<u>1</u>
Total			<u>10</u>	<u>12</u>	<u>16</u>

Second Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
COS	115	Hair Color Theory	3	0	3
COS	116	Hair Coloring Lab	0	6	3
COS	117	Basic Spa Techniques	3	0	3
COS	118	Basic Spa Techniques Lab	0	6	3
CIS	146	Computer Applications	3	0	3
		History, Social Science, Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Total			<u>12</u>	<u>12</u>	<u>18</u>

Third Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
COS	148	Nail Care Theory	3	0	3
COS	152	Nail Care Applications	0	9	3
SAL	133	Salon Management Technology	1	4	3
COS	145	Hair Shaping Lab	0	6	3
ENG	101	English Composition I	3	0	3
		Humanities and Fine Arts	3	0	3
Total			<u>10</u>	<u>19</u>	<u>18</u>

Fourth Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
SAL	201	Entrepreneurship for Salon/Spa	3	0	3
COS	167	State Board Review	1	4	3
COS	190	Internship in Cosmetology	0	15	3
MTH	100	Intermediate College Algebra	3	0	3
		Math or Natural Science	3	0	3
Total			<u>10</u>	<u>19</u>	<u>15</u>

Total Credit Hours					67
Total Contact Hours					1560

SALON AND SPA MANGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)

The mission of the Salon and Spa Management Program is to prepare students for employment as cosmetologists or salon or spa managers. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions, REL152 Survey of the New Testament ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose from MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
Must complete 3 additional semester hours in math or natural science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (58 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS146 Computer Applications	_____	_____	3
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 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 148 Nail Care Theory	_____	_____	3
COS 152 Nail Care Applications	_____	_____	3
SAL 133 Salon Management Technology	_____	_____	3
COS 145 Hair Shaping Lab	_____	_____	3
SAL 201 Entrepreneurship for Salon/Spa	_____	_____	3
COS 167 State Board Review	_____	_____	3
COS 190 Internship in Cosmetology	_____	_____	3
Total Hours Required for Degree			67

COSMETOLOGY
COS 12.0401
(Certificate)

Program Description: Cosmetology is the scientific study and practice of beauty culture. A major part of cosmetology education is devoted to learning and mastering essential knowledge and basic skills for treating the scalp, hair, and nails. In performing these operations, the student should learn the importance of clean, orderly, and systematic habits of workmanship.

Job Opportunities: A high percentage of operators become licensed as managers and open their own shops. A position as technician or demonstrator of cosmetics and hair coloring offers an additional opportunity. For a well-qualified cosmetologist, the teaching field in private and state-accredited schools provides further areas for occupational advancement.

Admission Requirements: High School diploma, GED or completion of 10th grade and demonstrated ability to benefit.

State Legal Requirements for Eligibility for Licensure: Cosmetologists are required to be licensed by the Alabama Board of Cosmetology to work in Alabama. Upon completion of the program, graduates should obtain an application for the State Cosmetology Examination from an instructor and mail the completed application to:

Alabama Board of Cosmetology
State Employees Credit Union Building
1000-A Interstate Park Drive
Montgomery, Alabama 36130-1750

Graduates should note that the Alabama Board of Cosmetology requires applicants to apply for the State Board Exam within three months of completion of the program of study.

Program-level Student Learning Outcomes: Upon completion of the Cosmetology Program:

1. Students will be able to demonstrate safe and sanitary procedures while working in a salon environment.
2. Students will be able to apply the business and communication principles necessary for working in a salon environment.
3. Students will be able to explain and perform a variety of hair services.
4. Students will be able to explain and perform a variety of nail procedures.
5. Students will be able to identify and demonstrate various procedures used in facial treatments.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

***Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the placement exam may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

Course Number/Course Name

First Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 111 Introduction to Cosmetology	3	0	3
COS 112 Introduction to Cosmetology Lab	0	9	3
COS 119 Business of Cosmetology	3	0	3
COS 123 Cosmetology Salon Practices	0	9	3
DPT 103 Introduction to Computer Skills	3	0	3
*ORT 111 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	10	18	16

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 113 Theory of Chemical Services	3	0	3
COS 114 Chemical Services Lab	0	9	3
COS 115 Hair Coloring Theory	3	0	3
COS 116 Hair Coloring Lab	0	9	3
*SPC 103 Oral Communication Skills	3	0	3
MAH 101 Introductory Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
Total	12	18	18

Third Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 117 Basic Spa Techniques	3	0	3
COS 118 Basic Spa Techniques Lab	0	9	3
COS 148 Nail Care Theory	3	0	3
COS 162 Special Topics in Cosmetology	0	9	3
COS 125 Career and Professional Development	3	0	3
or			
COS 181 Special Topics			
COM 100 Introductory Technical English	<u>3</u>	<u>0</u>	<u>3</u>
Total	12	18	18

Total Credit Hours

52

Total Contact Hours

1320

COSMETOLOGY (CIP CODE 12.0401) CERTIFICATE REQUIREMENTS

The mission of the Cosmetology Program is to prepare students for employment as cosmetologists. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 credit hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Computer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Cosmetology Courses (39 credit hours)	Term	Grade	Hours
COS 111 Introduction to Cosmetology	_____	_____	3
COS 112 Introduction to Cosmetology Lab	_____	_____	3
COS 119 Business of Cosmetology	_____	_____	3
COS 123 Cosmetology Salon Practices	_____	_____	3
COS 113 Theory of Chemical Services	_____	_____	3
COS 114 Chemical Services Lab	_____	_____	3
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 148 Nail Care Theory	_____	_____	3
COS 162 Special Topics in Cosmetology	_____	_____	3
COS 125 Career and Professional Development OR			
COS 181 Special Topics	_____	_____	3
Total Hours Required for Degree			52

*High School graduates (including students with a GED) are eligible to take these courses.

**MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

ESTHETICS TECHNOLOGY
COS 12.0409
(Short-Term Certificate)

Program Description: Esthetics Technology includes the specialization of skin care. Students learn how to provide preventative and maintenance care for the skin.

Job Opportunities: The Esthetics Technology program is designed to provide students with basic knowledge and skills for employment as an esthetician in a salon, spa or as a cosmetic consultant. They may also manufacture, sell, and apply cosmetics. With specialized training, they may choose to work for a dermatologist and provide various treatments for problematic skin under supervision.

Admission Requirements: High School diploma, GED, or completion of 10th grade and demonstrated ability to benefit.

State Legal Requirements for Licensure: Cosmetologist/estheticians are required to be licensed by the Alabama Board of Cosmetology to work in Alabama.

Program-level Student Learning Outcomes: Upon completion of the Esthetics Program:

1. Students will be able to demonstrate safe and sanitary procedures while working in a salon environment.
2. Students will be able to apply the business and communication principles necessary for working in a salon environment.
3. Students will be able to explain and perform various procedures used in facial treatments.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 134 Advanced Esthetics	1	4	3
COS 135 Advanced Esthetics Applications	0	9	3
COS 181 Special Topics	3	0	3
COS 165 Related Subjects Estheticians	<u>0</u>	<u>9</u>	<u>3</u>
Total	4	22	12

Second Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
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COS 163 Facial Treatments	1	4	3
COS 164 Facial Machines	0	9	3
COS 169 Skin Functions	0	6	3
COS 168 Bacteriology and Sanitation	<u>1</u>	<u>4</u>	<u>3</u>
Total	2	23	12

Third Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 161 Special Topics in Cosmetology	1	0	1
COS 190 Internship in Cosmetology	<u>0</u>	<u>15</u>	<u>3</u>
Total	1	15	4
Total Credit Hours			28
Total Contact Hours			1005

ESTHETICS TECHNOLOGY (CIP CODE 12.0409) SHORT CERTIFICATE REQUIREMENTS

The mission of the Esthetics Technology Program is to prepare students for employment as estheticians in a salon, spa, or as a cosmetic consultant. They may also manufacture, sell, and apply cosmetics. With specialized training, they may choose to work for a dermatologist and provide various treatments for problematic skin under supervision. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Esthetics Courses (28 credit hours)	Term	Grade	Hours
COS 134 Advanced Esthetics	_____	_____	3
COS 135 Advanced Esthetics Applications	_____	_____	3
COS 181 Special Topics	_____	_____	3
COS 165 Related Subjects Estheticians	_____	_____	3
COS 163 Facial Treatments	_____	_____	3
COS 164 Facial Machines	_____	_____	3
COS 169 Skin Functions	_____	_____	3
COS 168 Bacteriology and Sanitation	_____	_____	3
COS 161 Special Topics in Cosmetology	_____	_____	3
COS 190 Internship in Cosmetology	_____	_____	1
Total Hours Required			28

NAIL TECHNOLOGY
COS 12.0410
(Short-Term Certificate)

Program Description: Nail Technology includes the care of the hands, nails, and feet. Students learn how to give manicures, pedicures, how to apply sculptured nails, acrylic, overlays, fiberglass wraps, gel nails, and nail art.

Job Opportunities: This program is designed to provide for beginners or existing professionals with knowledge and skills for employment as a Nail Technician in a salon setting, including working in department stores, beauty shops, day spas, and owning their own business.

Admission Requirements: High School diploma, GED, or completion of 10th grade and demonstrated ability to benefit.

State Legal Requirements for Eligibility for Licensure: Nail Technicians/Manicurists are required to be licensed by the Alabama Board of Cosmetology to work in Alabama.

Program-level Student Learning Outcomes: Upon completion of the Nail Technology Program:

1. Students will be able to demonstrate safe and sanitary procedures while working in a salon environment.
2. Students will be able to apply the business and communication principles necessary for working in a salon environment.
3. Students will be able to explain and perform a variety of nail procedures.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 150 Manicuring	1	4	3
COS 151 Nail Care	1	4	3
COS 152 Nail Care Applications	0	9	3
COS 125 Career and Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
Total	5	17	12

Course Number/Course Name**Second Semester**

	Theory Hrs.	Lab Hrs.	Credit Hrs.
COS 153 Nail Art	1	4	3
COS 154 Nail Art Applications	0	6	3
COS 181 Special Topics	3	0	3
COS 182 Special Topics	<u>0</u>	<u>9</u>	<u>3</u>
Total	4	19	12
Total Credit Hours			24
Total Contact Hours			675

NAIL TECHNOLOGY (CIP CODE 12.0410)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Nail Technology Program is to prepare students for employment as nail technicians in a salon setting, including working in department stores, beauty shops, day spas, and their own businesses. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

NAIL TECHNOLOGY COURSES (24 credit hours)	Term	Grade	Hours
COS 150 Manicuring	_____	_____	3
COS 151 Nail Care	_____	_____	3
COS 152 Nail Care Applications	_____	_____	3
COS 125 Career and Professional Development	_____	_____	3
COS 153 Nail Art	_____	_____	3
COS 154 Nail Art Applications	_____	_____	3
COS 181 Special Topics	_____	_____	3
COS 182 Special Topics	_____	_____	3
Total Hours			24

DIAGNOSTIC MEDICAL SONOGRAPHY**
DMS 51.0910
(Degree)

Program Description: This program of study is designed to provide didactic and clinical training in the field of general diagnostic medical sonography (ultrasound). Sonographers, also known as Ultrasound Technologists, or Diagnostic Medical Sonographers, use state-of-the art technology to obtain detailed images of the body using high frequency sound waves. The student will receive training in the fields of acoustic principles and safety, abdominal, obstetrical, gynecologic, vascular, cardiac, pediatric, and small parts sonography.

Accreditation: The Diagnostic Medical Sonography Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
www.caahep.org

Job Opportunities: Diagnostic medical sonographers may be employed in hospitals, clinics, private offices, and industry. Most full-time sonographers work about 40 hours a week; they may have evening, night, weekend hours, and times when they are on call and must be ready to report to work on short notice. Diagnostic medical sonographers may specialize in obstetric and gynecologic sonography (the female reproductive system), abdominal sonography (the liver kidneys, gallbladder, spleen, and pancreas), pediatric sonography, musculoskeletal sonography, or breast sonography. In addition, sonographers may specialize in vascular technology or echocardiography.

Starting Salary: The 2021 median salary for Diagnostic Medical Sonographers was \$75,380 nationally. *Data obtained from the U.S. Department of Labor Occupational Outlook Handbook.

Admission Requirements:

(The deadline for program applications is June 1.)

1. Unconditional admission to the College
2. All pre-sonography courses must be complete prior to application deadline of June 1. The only exception is the physics course. It can be completed in the summer prior to admission to the program. Those who have completed the course by the application deadline will receive 1 point added to their ranking score.
3. Submit Diagnostic Medical Sonography program application packet by **June 1st**
 - ✓ Diagnostic Medical Sonography Program Application

- ✓ Documentation of four (4) quality hours of observation signed by ARDMS/RT(S) registered sonographer
 - ✓ **Unofficial** copy of transcripts from **all** colleges previously attended including LBWCC
 - Pre-Sonography courses, with the exception of physics, must be completed by the end of the spring term of the year applying.
 - ✓ Proof of ACT score of 19 or higher*
 - ✓ Handbook Verification Form
 - ✓ Three (3) signed letters of reference
 - ✓ Essay – (one page minimum) “Why I want to be a Sonographer”
4. Receive a composite score of 19 on the ACT exam.*
 5. Complete all pre-sonography courses with a minimum of a “C” (Cumulative GPA of 2.5)**
 6. Meet the essential functions or technical standards required for sonography.

Admission to the Diagnostic Medical Sonography Program is competitive and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance.

*Applicants that have successfully completed an AAS or AS Degree in a related healthcare field such as Nursing, Radiological Technology, etc. or applicants that possess a Bachelor or Master’s Degree in any career field will be considered for admittance on a case by case basis and may be exempt from the ACT requirement. If exempt, these applicants will receive a maximum of 19 points for this application category. Superscores are not accepted.

**If the student has a Radiographic Physics (3 or 4 credit) that has been taken, this may possibly substitute for PHY 112 with staff approval.

Progression: A minimum grade of 75 is required for progression to the next Diagnostic Medical Sonography courses in the program’s required course sequence. Failure to do so will result in dismissal from the program.

Program-level Student Learning Outcomes: Upon completion of the Diagnostic Medical Sonography Program:

1. Students will be able to perform a variety of sonographic procedures.
2. Students will be able to explain important concepts related to the sonographic profession.
3. Students will be able to function effectively in a complex medical environment.
4. Students will be able to produce and analyze sonographic images.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Pre-Sonography Course Requirements

Course Number/Course Name		Theory Hrs.	Lab/Clinical Hrs.	Credit Hrs.
ORI 101	Orientation	1	0	1
MTH 100	Intermediate College Algebra	3	0	3
BIO 201	Human Anatomy and Physiology I	3	2	4
ENG 101	English Composition I	3	0	3
IDS 102	Ethics or other Humanities/Fine Arts	3	0	3
PHY 112	Principles of Physics	2	0	2
PSY 200	General Psychology	3	0	<u>3</u>
Total				19

Program Course Requirements

Fall Semester		Theory Hrs.	Lab/Clinical Hrs.	Credit Hrs.
DMS 202	Foundations of Sonography	2	2	3
DMS 204	Sectional Anatomy	2	0	2
DMS 205	Abdominal Sonography	3	3	4
DMS 216	Sonographic Principles & Instrumentation	<u>3</u>	<u>0</u>	<u>3</u>
Total		10	5	12

Spring Semester

DMS 206	Gynecological Sonography	3	3	4
DMS 207	Abdominal Pathology	3	0	3
DMS 220	Obstetrical Sonography I	3	0	3
DMS 229	Sonography Preceptorship I	<u>0</u>	<u>6</u>	<u>2</u>
Total		9	9	12

Summer Semester

DMS 221	Obstetrical Sonography II	3	0	3
DMS 230	Sonography Preceptorship II	0	9	3
DMS 240	Sonography Principles and Instrumentation Seminar	<u>2</u>	<u>0</u>	<u>2</u>
Total		5	9	8

Fall Semester

DMS 225	Superficial Sonography	1	0	1
DMS 231	Sonography Preceptorship III	0	20	4
DMS 233	Sonography Lab I	0	2	1
DMS 250	Introduction to Advanced Sonography	3	0	3
DMS 260	Intro to Vascular Sonography	<u>3</u>	<u>0</u>	<u>3</u>
Total		7	22	12

Spring Semester

DMS 232	Sonography Preceptorship IV	0	25	5
DMS 234	Sonography Lab II	0	2	1
DMS 241	Abdominal and OB/GYN Sonography	3	0	3

DMS 270	Seminar Intro to Cardiac Sonography	<u>3</u>	<u>0</u>	<u>3</u>
	Total	6	27	12
Total Credit Hours				75
Total Contact Hours				1935

**DIAGNOSTIC MEDICAL SONOGRAPHY
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Diagnostic Medical Sonography Program is to prepare students as diagnostic medical sonographers, also known as ultrasound technologists. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
*ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (3 hours total)	Term	Grade	Hours
Must complete 3 semester hours in Humanities/Fine Arts: *Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (7 hours total)	Term	Grade	Hours
*MTH 100 Intermediate College Algebra	_____	_____	3
*BIO 201 Human Anatomy and Physiology I	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
*PSY200 or PSY210	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (59 hours total)	Term	Grade	Hours
*ORI 101 Orientation	_____	_____	1
DMS 202 Foundations of Sonography	_____	_____	3
DMS 204 Sectional Anatomy	_____	_____	2
DMS 205 Abdominal Sonography	_____	_____	4
DMS 216 Sonographic Principles and Instrumentation I	_____	_____	3
DMS 229 Sonography Preceptorship I	_____	_____	2
DMS 206 Gynecological Sonography	_____	_____	4
DMS 207 Abdominal Pathology	_____	_____	3
DMS 220 Obstetrical Sonography I	_____	_____	3
DMS 230 Sonography Preceptorship II	_____	_____	3
DMS 221 Obstetrical Sonography II	_____	_____	3
DMS 225 Superficial Sonography	_____	_____	1
DMS 231 Sonography Preceptorship III	_____	_____	4
DMS 240 Sonography Principles and Instrumentation Seminar	_____	_____	2
DMS 232 Sonography Preceptorship IV	_____	_____	5
DMS 241 Abdominal and OB/GYN Sonography Seminar	_____	_____	3
DMS 250 Introduction to Advanced Sonography	_____	_____	3
* PHY 112 Principles of Physics	_____	_____	2
DMS 233 Sonography Lab I	_____	_____	1
DMS 260 Intro to Vascular Sonography	_____	_____	3
DMS 234 Sonography Lab II	_____	_____	1
DMS 270 Intro to Cardiac Sonography	_____	_____	3
Total Hours Required for Degree			75

Admission requirements of the Diagnostic Medical Sonography Program require completion of this course prior to the end of summer term of the application year. Orientation will be waived for students who have earned an Associate Degree or higher.

DIESEL AND HEAVY EQUIPMENT MECHANICS
DEM 47.0605
(Degree)

Program Description: The Diesel and Heavy Equipment Mechanics Program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment as well as stationary diesel engines in electrical generators and related equipment. The Program also includes a natural gas component which will prepare technicians to perform maintenance of alternative fuel vehicles and perform conversion of standard vehicles to utilize alternative fuels.

Job Opportunities: Diesel mechanics may work for tractor dealers, trucking dealers, construction companies, private contractors, or manage their own business.

Admission Requirements: High School diploma or GED.

Program-level Student Learning Outcomes: Upon completion of the Diesel Mechanics Associate in Applied Science Program:

1. Students will be able to perform preventative maintenance on medium- and heavy-duty vehicles.
2. Students will be able to diagnose common problems with medium- and heavy-duty vehicles.
3. Students will be able to repair common problems with medium- and heavy-duty vehicles.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

AAS Degree in Diesel and Heavy Equipment Mechanics

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 111 Equipment Safety/Mechanical Fundamentals	1	4	3
DEM 104 Basic Engines	1	6	3
DEM 105 Preventive Maintenance	1	6	3
DEM 156 CDL License Test Preparation	3	0	3
CIS 146 Computer Applications	3	0	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	10	16	16

Second Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 137 Heating, Air Conditioning, and Refrigeration Systems	1	6	3
DEM 117 Diesel and Gas Tune-up	1	4	3
DEM 135 Heavy Vehicle Steering & Suspension Systems	1	4	3
ENG 101 English Composition	3	0	3
Natural Science/Math Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total	9	14	15

Third Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 122 Heavy Vehicle Brakes	1	6	3
DEM 123 Pneumatics and Hydraulics	1	4	3
DEM 124 Electronic Engine Systems	1	6	3
MTH 116 Mathematical Applications	3	0	3
Humanities and Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
Total	9	16	15

Fourth Semester			
DEM 126 Advanced Engines	1	4	3
DEM 127 Fuel Systems	1	6	3
DEM 125 Heavy Vehicle Drive Trains	1	4	3
SPH 106 Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
Total	6	14	12

Fifth Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 130 Electrical/Electronic Fundamentals	1	4	3
DEM 270 CNG/LPG/LNG Safety	1	0	1
DEM 271 CNG/LPG/LNG Ignition Systems	1	6	3
DEM 272 CNG/LPG/LNG Fuel Systems	1	6	3
History, Social or Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Total	7	16	13

Total Credit Hours	71
Total Contact Hours	1755

Students have the option to take two welding electives in place of DEM271 and DEM272.
 Students selecting this pathway must take both WDT courses listed below.

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 108 SMAW Fillet OFC	2	2	3
WDT 122 SMAW Fillet OFC Lab	0	9	3
Total Credit Hours, Welding Elective Pathway			71
Total Contact Hours, Welding Elective Pathway			1740

DIESEL AND HEAVY EQUIPMENT MECHANICS (CIP CODE 47.0605)
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

The mission of the Diesel and Heavy Equipment Mechanics Program is to prepare students for employment as diesel and natural gas engine technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; REL 152 Survey of the New Testament, ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete MTH 116 Mathematical Applications	_____	_____	3
Must complete 3 additional semester hours in math or science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, MTH100, MTH110 , MTH112, MTH113, MTH125 or higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (53 credit hours)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
DEM 111 Equipment Safety/Mechanical Fundamentals	_____	_____	3
DEM 104 Basic Engines	_____	_____	3
DEM 105 Preventive Maintenance	_____	_____	3
DEM 156 CDL License Test Preparation	_____	_____	3
DEM 137 Heating, Air Conditioning, and Refrigeration Systems	_____	_____	3
DEM 117 Diesel and Gas Tune-up	_____	_____	3
DEM 135 Heavy Vehicle Steering & Suspension Systems	_____	_____	3
DEM 122 Heavy Vehicle Brakes	_____	_____	3
DEM 123 Pneumatics and Hydraulics	_____	_____	3
DEM 124 Electronic Engine Systems	_____	_____	3
DEM 126 Advanced Engines	_____	_____	3
DEM 127 Fuel Systems	_____	_____	3
DEM 125 Heavy Vehicle Drive Trains	_____	_____	3
DEM 130 Electrical/Electronics Fundamentals	_____	_____	3
DEM 270 CNG/LPG/LNG Safety	_____	_____	1
DEM 271 CNG/LPG/LNG Ignition Systems*	_____	_____	3
DEM 272 CNG/LPG/LNG Fuel Systems*	_____	_____	3
CIS146 Computer Applications	_____	_____	3
*WDT108 and WDT122 may be substituted for DEM271 and 272. Students selecting this pathway option must take both WDT courses.			
Total Hours Required for Degree			71

DIESEL AND HEAVY EQUIPMENT MECHANICS CERTIFICATE
DEM 47.0605
(Certificate)

Program Description: Diesel and Heavy Equipment Mechanics consists of a study of the principles of diesel engines as well as laboratory experiences with actual diesel equipment. While there is an emphasis on diesel engines, all other components of diesel and gasoline equipment are studied to the extent that an individual completing this program should require nothing but additional experience to be able to perform at the level expected of a diesel mechanic.

Job Opportunities: Diesel mechanics may work for tractor dealers, trucking dealers, construction companies, private contractors, or manage their own business.

Admission Requirements: High School diploma or GED, or demonstrated ability to benefit.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

***Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the ACCUPLACER assessment may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 111 Equipment Safety/Mechanical Fundamentals	1	4	3
DEM 104 Basic Engines	1	6	3
DEM 105 Preventive Maintenance	1	6	3
DEM 156 CDL License Test Preparation	3	0	3
DPT 103 Introductory Computer Skills II	3	0	3
ORI 111 *Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	10	16	16

Second Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 137 Heating, Air Conditioning, and	1	6	3

Refrigeration Systems				
DEM 117	Diesel and Gas Tune-up	1	4	3
DEM 135	Heavy Vehicle Steering & Suspension Systems	1	4	3
DEM 122	Heavy Vehicle Brakes	1	6	3
COM 100	*Introductory Technical English I	<u>3</u>	<u>0</u>	<u>3</u>
Total		7	20	15

Third Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 123	Pneumatics and Hydraulics	1	4	3
DEM 124	Electronic Engine Systems	1	6	3
DEM 270	CNG/LPG/LNG Safety	1	0	1
DEM 272	CNG/LPG/LNG Fuel Systems	1	6	3
MAH 101	*Introductory Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
Total		7	16	13

Fourth Semester		Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 126	Advanced Engines	1	4	3
DEM 127	Fuel Systems	1	6	3
DEM 125	Heavy Vehicle Drive Trains	1	4	3
DEM 130	Electrical/Electronic Fundamentals	1	4	3
SPH 103	*Oral Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
Total		7	18	15

Total Credit Hours			59
Total Contact Hours			1515

DIESEL AND HEAVY EQUIPMENT MECHANICS (CIP CODE 47.0605)
CERTIFICATE REQUIREMENTS

The mission of the Diesel and Heavy Equipment Mechanics Program is to prepare students for employment as diesel mechanics technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 credit hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Computer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Diesel Courses (46 credit hours)	Term	Grade	Hours
DEM 111 Equipment Safety/Mechanical Fundamentals	_____	_____	3
DEM 104 Basic Engines	_____	_____	3
DEM 105 Preventive Maintenance	_____	_____	3
DEM 156 CDL License Test Preparation	_____	_____	3
DEM 137 Heating, Air Conditioning, and Refrigeration Systems	_____	_____	3
DEM 117 Diesel and Gas Tune-up	_____	_____	3
DEM 135 Heavy Vehicle Steering & Suspension Systems	_____	_____	3
DEM 122 Heavy Vehicle Brakes	_____	_____	3
DEM 123 Pneumatics and Hydraulics	_____	_____	3
DEM 124 Electronic Engine Systems	_____	_____	3
DEM 126 Advanced Engines	_____	_____	3
DEM 127 Fuel Systems	_____	_____	3
DEM 125 Heavy Vehicle Drive Trains	_____	_____	3
DEM 130 Electrical/Electronics Fundamentals	_____	_____	3
DEM 270 CNG/LPG/LNG Safety	_____	_____	1
DEM 272 CNG/LPG/LNG Fuel Systems	_____	_____	3
Total Hours Required for Degree			59

*High School graduates (including students with a GED) are eligible to take these courses.

**MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

DIESEL AND HEAVY EQUIPMENT MECHANICS SHORT-TERM CERTIFICATE
DEM 47.0605
(Short-Term Certificate)

Program Description: The short certificate Diesel Program is designed to provide basic knowledge for students in equipment safety and mechanical fundamentals, basic engines, preventive maintenance, and CDL License Preparation.

Job Opportunities: Entry level job opportunities may include employment with construction companies and private contractors.

Admission Requirements: High school diploma, GED, or demonstrated ability to benefit

Typical course Load and Courses by Semester

Note: this is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
DEM 111 Equipment Safety/Mechanical Fundamentals	1	4	3
DEM 104 Basic Engines	1	6	3
DEM 105 Preventive Maintenance	1	6	3
DEM 156 CDL License Test Preparation	<u>3</u>	<u>0</u>	<u>3</u>
Total	6	16	12
<u>Total Credit Hours</u>			<u>12</u>
<u>Total Contact Hours</u>			<u>330</u>

DIESEL AND HEAVY EQUIPMENT (CIP CODE 47.0605)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Diesel and Heavy Equipment Short certificate is to prepare students for employment in entry-level mechanics positions which require a knowledge of equipment safety, mechanical fundamentals, basic engines, and preventative maintenance. The program supports the College mission by providing academic and technical instruction and workforce development.

Diesel Courses (12 credit hours)	Term	Grade	Hours
DEM 111 Equipment Safety/Mechanical Fundamentals	_____	_____	3
DEM 104 Basic Engines	_____	_____	3
DEM 105 Preventive Maintenance	_____	_____	3
DEM 156 CDL License Test Preparation	_____	_____	3
Total Hours Required for Degree			12

EMERGENCY MEDICAL SERVICES
EMS 51.0904
(Degree)

Program Description: Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on their quick reaction and competent care. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

The Emergency Medical Services (EMS) program is designed to provide the student with theory, practical demonstration, lab practice, and clinical experiences to prepare competent entry-level Emergency Medical Technicians and paramedics. Upon successful completion of each licensure level of EMS, a student is eligible to take the applicable National Registry of Emergency Medical Technician (NREMT) Certification Exam. Upon successful completion of the first semester, students will be awarded an Emergency Medical Technician (EMT) Short Certificate and will be eligible to take the NREMT Certification Exam. Upon successful completion of the second semester, students will be awarded an Advanced Emergency Medical Technician (AEMT) Short Certificate and will be eligible to take the NREMT Certification Exam. Upon successful completion of the EMS program (Paramedic Level), students awarded an Associate in Applied Science Degree in Emergency Medical Services – Paramedic and will be eligible to take the NREMT Certification Exam.

EMS Program Mission: The mission of the Emergency Medical Services Program at LBW Community College is to prepare competent entry-level Emergency Medical Technician – Paramedics in cognitive (knowledge), psychomotor (skills and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Accreditation: The Emergency Medical Services – Paramedic Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

The EMT certificate programs (EMT and AEMT) are approved by the Alabama Department of Public Health, Office of EMS and Trauma.

Admission Requirements: Applicants must apply and be accepted to the College prior to applying to the EMS program. Once accepted into the College, the applicant must complete

the Allied Health Application and be accepted into the EMS program before they are eligible for EMS courses. In addition, entrance into the program depends on the applicant's ability to perform the essential functions identified by the Alabama Department of Public Health, Office of EMS and Trauma as documented by the physical exam.

- Unconditional admission to the College
- Age of 18 years within 90 days of completion of the program
- Minimum of a 2.0 grade point average (GPA) at LBWCC
- Submission of approved health forms (physical exam and vaccinations)
- Must complete background check and drug screen
- Eligibility for English 101 and Math 100
- Completion of Biology 201 (Human Anatomy and Physiology I)
- Math 100, English 101, Speech 106, Psychology 200, and Biology 202 must be completed prior to entering the last semester

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening.

PROGRESSION: A minimum grade of 75 is required for the progression to the next Emergency Medical Services (EMS) courses in the program's required course sequence. EMS courses may not be taken out of sequence.

EMS students must have a current Alabama EMT license prior to midterm of their second semester or they will be withdrawn from the program. Students will not be able to progress through the program and allowed to participate in second semester clinical experiences without a current Alabama EMT license.

New students who wish to enter the paramedic program directly must have a current Alabama EMT license (EMT or Advanced EMT) prior to the first semester of paramedic course work (Third Semester of Degree Plan) in order to participate in paramedic clinical experiences.

READMISSION: Students who do not continue in the program for consecutive terms are subject to the most current college catalog and State of Alabama Department of Public Health – Office of EMS policies for the latest term of admission. No more than 15 months may lapse between attempts at courses in the 200 level paramedic sequence without a repeat of the entire field of concentration curriculum sequence. Students who have been dismissed from the program due to violations may not be readmitted.

Program-level Student Learning Outcomes: Upon completion of the Emergency Medical Services Program:

1. Students will be able to describe the structure and functioning of the prehospital care system.
2. Students will be able to guide patient assessment and management.
3. Students will be able to provide care for diverse populations experiencing medical emergencies.
4. Students will be able to apply safe work practices and care for trauma emergencies.

AAS Degree in Emergency Medical Services – PARAMEDIC

First Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 118	Emergency Medical Technician	6	6	0	9
EMS 119	Emergency Medical Technician Clinical	0	0	3	1
ORI 101	Orientation	1	0	0	1
MTH 100	Intermediate College Algebra	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	Total	10	6	3	14

Second Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 155	Advanced Emergency Medical Technician	4	9	0	7
EMS 156	Advanced Emergency Medical Technician Clinical (90 Clinical Hrs.)	0	0	6	2
BIO 201	Human Anatomy & Physiology I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	Total	7	11	6	13

Third Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 241	Paramedic Cardiology	2	2	0	3
EMS 242	Paramedic Patient Assessment	1	3	0	2
EMS 243	Paramedic Pharmacology	0	2	0	1

EMS 244	Paramedic Clinical I (45 Clinical Hrs.)	0	0	3	1
ENG 101	English Composition I	3	0	0	3
BIO 202	Human Anatomy & Physiology II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
Total		9	9	3	14

*The EMS program does not accept challenge credit for 200-level paramedic courses.

Fourth Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 245	Paramedic Medical Emergencies	2	3	0	3
EMS 246	Paramedic Trauma Management	2	2	0	3
EMS 247	Paramedic Special Populations	1	2	0	2
EMS 248	Paramedic Clinical II	0	0	9	3
SPH 106	Fundamentals of Oral Communication	3	0	0	3
PSY	General Psychology or Human Growth and Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		11	7	9	17

Fifth Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 253	Paramedic Transition to the Workforce	1	2	0	2
EMS 254	Advanced Competencies for the Paramedic	1	2	0	2
EMS 255	Paramedic Field Preceptorship	0	0	15	5
EMS 256	Paramedic Team Leadership (45 Clinical Hrs.)	0	0	3	1
HUM	Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total		5	4	18	13

Total Credit Hours	71
Total Contact Hours	1,770

**EMERGENCY MEDICAL SERVICES
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Emergency Medical Services Program at LBW Community College is to prepare competent entry-level Emergency Medical Technician – Paramedics in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (11 hours total)	Term	Grade	Hours
MTH 100 Intermediate College Algebra	_____	_____	3
BIO 201 Human Anatomy and Physiology I	_____	_____	4
BIO 202 Human Anatomy and Physiology II	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from PSY 200 General Psychology or PSY 210 Human Growth and Development	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (48 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
EMS 118 Emergency Medical Technician	_____	_____	9
EMS 119 Emergency Medical Technician Clinical	_____	_____	1
EMS 155 Advanced Emergency Medical Technician	_____	_____	7
EMS 156 Advanced Emergency Medical Technician Clinical (90 clinical hours)	_____	_____	2
	_____	_____	3
EMS 241 Paramedic Cardiology	_____	_____	2
EMS 242 Paramedic Patient Assessment	_____	_____	1
EMS 243 Paramedic Pharmacology	_____	_____	1
EMS 244 Paramedic Clinical (45 clinical hours)	_____	_____	3
EMS 245 Paramedic Medical Emergencies	_____	_____	3
EMS 246 Paramedic Trauma Emergencies	_____	_____	2
EMS 247 Paramedic Special Populations	_____	_____	3
EMS 248 Paramedic Clinical II	_____	_____	2
EMS 253 Paramedic Transition to the Workforce	_____	_____	2
EMS 254 Advanced Competencies for the Paramedic	_____	_____	5
EMS 255 Paramedic Field Preceptorship	_____	_____	1
EMS 256 Paramedic Team Leadership (45 clinical hours)	_____	_____	
Total Hours Required for Degree			71

Short Certificate – Emergency Medical Basic Certificate (EMT)

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 118	Emergency Medical Technician	6	6	0	9
EMS 119	Emergency Medical Technician Clinical	0	0	3	1
Total Credit Hours					10
Total Contact Hours					225

EMERGENCY MEDICAL BASIC CERTIFICATE – EMT (CIP CODE 51.0904) SHORT CERTIFICATE REQUIREMENTS

The mission of the Emergency Medical Technician – Basic Certificate (EMT) Program is to prepare competent entry-level Emergency Medical Technicians in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

EMERGENCY MEDICAL BASIC CERTIFICATE (EMT) Courses (10 credit hours)	Term	Grade	Hours
EMS 118 Emergency Medical Technician	_____	_____	9
EMS 119 Emergency Medical Technician Clinical	_____	_____	1
Total Hours			10

Short Certificate – Advanced EMT (AEMT)

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
EMS 155	Advanced Emergency Medical Technician	4	9	0	7
EMS 156	Advanced Emergency Medical Technician Clinical (90 Clinical Hrs.)	0	0	6	2
Total Credit Hours					9
Total Contact Hours					285

ADVANCED EMT (AEMT) (CIP CODE 51.0904) SHORT CERTIFICATE REQUIREMENTS

The mission of the Advanced Emergency Medical Technician (AEMT) Program is to prepare competent entry-level Advanced Emergency Medical Technicians in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Advanced EMT (AEMT) Courses (9 credit hours)	Term	Grade	Hours
EMS 155 Advanced Emergency Medical Technician	_____	_____	7
EMS 156 Advanced Emergency Medical Technician Clinical	_____	_____	2
Total Hours			9

FORESTRY AND WILDLIFE SCIENCES
FOR 03.0511
(Degree)

Program Description: The Forest and Wildlife Sciences Program leading to the Associate in Applied Science degree trains students for the position of forest technicians. The technician is an employee who works under the direction of a professional (BS degree) forester. The technician will undertake the field work that is necessary to manage the forest. A career as a forest technician involves a variety of challenging jobs including timber inventory, procurement, maintenance of forest roads, forest management, forest stand improvement, fire and pest control, soil and water conservation, wildlife management, harvest planning, logging, cartography, and surveying.

The forestry and wildlife sciences student will receive a practical education consisting of both classroom and field experiences. Students will spend much of their time in field training situations where emphasis is placed on outdoor learning and practical hands-on-experience. Students often have the opportunity to participate in forestry field operations such as control burning, stand description, running land lines, and development of forest management plans. This curriculum emphasizes forestry practices which are common and accepted in the Southeast.

Job Opportunities: Employment opportunities are available throughout the United States. This degree qualifies students for a wide range of jobs in the out-of-doors, principally at the middle-management level.

Admission Requirements: High School diploma or GED; current American Red Cross first aid training and CPR certification. If not certified, course will be available.

Program-level Student Learning Outcomes: Upon completion of the Forestry and Wildlife Sciences Program:

1. Students will be able to collect, analyze, and interpret data.
2. Students will be able to explain and apply the basic principles of forest management.
3. Students will be able to identify and respond to a variety of forest threats.
4. Students will be able to describe best practices in forest regeneration and sustainability.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name**First Semester**

	Theory Hrs.	Lab Hrs.	Credit Hrs.
ENG 101 English Composition I	3	0	3
FOR 100 Introduction to Forestry	3	3	4
FOR 210 Dendrology	3	3	4
ORI 101 Orientation	1	0	1
Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total	13	6	15

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 101 Cartography	2	3	3
FOR 120 Timber Harvesting	2	3	3
FOR 130 Forestry Mathematics	3	0	3
SPH 106 Fundamentals of Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
Total	10	6	12

Third Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
CIS 146 Computer Applications	3	0	3
FOR 240 Silviculture	3	3	4
FOR 285 Forest Entomology/Pathology	3	3	4
Natural Science Elective	<u>3</u>	<u>1</u>	<u>4</u>
Total	12	7	15

Fourth Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 270 Forest Fire Control/Use	3	3	4
FOR 281 Forest Mensuration	3	3	4
MTH 100 Intermediate Algebra	3	0	3
Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total	12	6	14

Fifth Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 256 Forestry Research/Management	3	3	4
FOR 266 Forest Management Practices	3	3	4
FOR 282 Advanced Forest Mensuration	3	3	4
FOR 241 Forest Wildlife Management	<u>3</u>	<u>0</u>	<u>3</u>
Total	12	9	15

Total Credit Hours	71
Total Contact Hours	1410

Students have the option to take FOR261 Forestry Co-op Experience I in place of FOR101, FOR120 or FOR130; FOR262 Forestry Co-op Experience II in place of FOR256 or FOR281; and FOR263 Forestry Co-op Experience III in place of FOR266 or FOR282. The program contact hours for students taking those courses are included below.

	Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 261 Forestry Co-op Experience I	0	15	3
FOR 262 Forestry Co-op Experience II	0	20	4
FOR 263 Forestry Co-op Experience III	0	20	4
Total	0	55	11
 Total Credit Hours			71
Total Contact Hours			1980

**FORESTRY AND WILDLIFE SCIENCES REQUIREMENTS
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Forestry and Wildlife Sciences Program is to prepare students for employment as forest technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (7 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose from MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
Must complete 4 semester hours in natural science: Choose from BIO103, CHM111, CHM112, PHS111, PHS112,	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (52 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
FOR 100 Introduction to Forestry	_____	_____	4
FOR 210 Dendrology	_____	_____	4
FOR 101 Cartography*	_____	_____	3
FOR 120 Timber Harvesting*	_____	_____	3
FOR 130 Forestry Mathematics*	_____	_____	3
FOR 240 Silviculture	_____	_____	4
FOR 285 Forest Entomology/Pathology	_____	_____	4
FOR270 Forest Fire Control/Use	_____	_____	4
FOR 281 Forest Mensuration*	_____	_____	4
FOR 256 Forestry Research/Management*	_____	_____	4
FOR 266 Forest Management Practices*	_____	_____	4
FOR 282 Advanced Forest Mensuration*	_____	_____	4
FOR 241 Forest Wildlife Management	_____	_____	3
CIS146 Computer Applications	_____	_____	3
* Students have the option to take FOR261 Forestry Co-op Experience I in place of FOR101, FOR120 or FOR130; FOR262 Forestry Co-op Experience II in place of FOR256 or FOR281; and FOR263 Forestry Co-op Experience III in place of FOR266 or FOR282.			
Total Hours Required for Degree			71

**FOREST WORKER/AIDE
FOR 03.0511
(Short-Term Certificate)**

Program Description: The short-certificate program provides instruction in cartography, timber harvesting, forestry mathematics, and dendrology.

Job Opportunities: Graduates of the short-certificate program may work as tree planters, assistants to prescribe burn managers, compass persons, cruise tally persons, and tree pruners.

Admission Requirements: High School diploma or GED

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester

		Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 100	Introduction to Forestry	3	3	4
FOR 210	Dendrology	<u>3</u>	<u>3</u>	<u>4</u>
	Total	6	6	8

Second Semester

		Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 101	Cartography	2	3	3
FOR 120	Timber Harvesting	2	3	3
FOR130	Forestry Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	Total	7	6	9

Total Credit Hours **17**

Total Contact Hours **375**

Students have the option to take FOR261 Forestry Co-op Experience I in place of FOR101, FOR120 or FOR130. The program contact hours for students taking those courses are included below.

		Theory Hrs.	Lab Hrs.	Credit Hrs.
FOR 261	Forestry Co-op Experience I	0	15	3
	Total	0	15	3

Total Credit Hours **17**

Total Contact Hours **525**

FOREST WORKER/AIDE (CIP CODE 03.0511)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Forest Worker/Aide Short Certificate Program is to prepare students for employment as tree planters, assistants to prescribe burn managers, compass persons, cruise tally persons, and tree pruners. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Forest Technology Courses (17 credit hours)	Term	Grade	Hours
FOR 100 Introduction to Forestry			4
FOR 210 Dendrology			4
FOR 101 Cartography*			3
FOR 120 Timber Harvesting*			3
FOR 130 Forestry Mathematics*			3
Students have the option to take FOR261 Forestry Co-op Experience I in place of FOR101, FOR120 or FOR130.			
Total Hours			17

INDUSTRIAL ELECTRONICS

ILT 47.0105

(Degree)

Program Description: The Industrial Electronics curriculum is designed to teach a wide spectrum of electronics discipline. Major topics covered include basic electricity, basic electronics, solid-state devices and circuits, digital electronics, electronic communications, industrial control systems, test equipment, sensors devices, programmable logic controls, mathematics, and communicative skills.

Job Opportunities: The demand for electronics personnel is excellent because of the continuing rapid expansion of technology and its role in our overall economy. Job opportunities exist in manufacturing, medical, and various other segments of the economy including national defense.

Admission Requirements: High School diploma or GED.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress, availability of courses, and the need for developmental classes. Many students are required to take one or more developmental courses during the first two semesters. This would cause the total student credit load to increase during each semester for a probable average load of 15 credit hours per semester.

Course Number/Course Name

First Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 109 Electrical Blueprint Reading	3	0	3
ILT 160 DC Fundamentals	1	4	3
ILT 161 AC Fundamentals	1	4	3
ILT 164 Circuit Fabrication	0	2	1
ILT 170 Comp. of Mat. Handling	2	2	3
ORI 101 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	8	12	14

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 162 Solid State Fundamentals	1	4	3
ILT 163 Digital Fundamentals	1	4	3
ILT 194 Programmable Logic Controllers	2	2	3
ILT 209 Motor Controls	1	4	3
MTH 100 Intermediate College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
Total	8	14	15

Third Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 117 Principles of Construction Wiring	1	4	3
ILT 169 Hydraulics and Pneumatics	2	2	3
ILT 196 Adv. Programmable Logic Controllers	2	2	3
CIS 146 Computer Applications	3	0	3
Natural Science/ Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Total	11	8	15

Fourth Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT 166 Motor & Transformers I	2	2	3
ILT 216 Industrial Robotics	3	0	3
INT 128 Principles of Industrial Environmental Controls	2	2	3
ELT 213 Industrial Equipment	2	2	3
ENG101 English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
Total	12	6	15

Fifth Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
SPH 106 Speech	3	0	3
INT 112 Industrial Maintenance Safety Procedures	3	0	3
ILT 269 Intro To Networking	3	0	3
ILT 238 Network Cabling Fiber	1	2	2
Humanities/Fine Arts	3	0	3
Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
Total	16	2	17

Total Credit Hours	76
Total Contact Hours	1,455

INDUSTRIAL ELECTRONICS

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)

The mission of the Industrial Electronics Program is to prepare students for employment as technicians in a wide range of industries including manufacturing, medical, and national defense. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH 106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions, REL152 Survey of the New Testament ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
Must complete 3 semester hours in math: Choose from MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
Must complete 3 additional semester hours in math, science, or computer science: BIO103, BIO104, CHM111, CHM112, PHS111, PHS112, PHY201, PHY202, PHY213, PHY214, CIS199; MTH100, MTH110, MTH112, MTH113, MTH125 or higher	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (58 hours total)	Term	Grade	Hours
ORI 101 Orientation	_____	_____	1
CIS146 Computer Applications	_____	_____	3
ILT 109 Electrical Blueprint Reading	_____	_____	3
ILT 160 DC Fundamentals	_____	_____	3
ILT 161 AC Fundamentals	_____	_____	3
ILT 164 Circuit Fabrication	_____	_____	1
ILT 170 Components of Material Handling	_____	_____	3
ILT 162 Solid State Fundamentals	_____	_____	3
ILT 163 Digital Fundamentals	_____	_____	3
ILT 209 Motor Controls	_____	_____	3
ILT 117 Principles of Wiring Construction	_____	_____	3
ILT 194 Introduction to Programmable Logic Controllers	_____	_____	3
ILT 166 Motors and Transformers	_____	_____	3
ILT 196 Advanced Programmable Logic Controllers	_____	_____	3
ILT 216 Industrial Robotics	_____	_____	3
ILT 269 Introduction to Networking	_____	_____	3
ILT 238 Network Cabling Fiber	_____	_____	2
ILT 169 Hydraulics and Pneumatics	_____	_____	3
ELT 213 Industrial Equipment	_____	_____	3
INT 112 Industrial Maintenance Safety Procedures	_____	_____	3
INT 128 Principles of Industrial Environmental Controls	_____	_____	3
Total Hours Required for Degree			76

INDUSTRIAL ELECTRONICS SHORT-TERM CERTIFICATE
ILT 47.0105
(Short-Term Certificate)

Program Description: The Industrial Electronics curriculum is designed to teach a wide spectrum of electronics disciplines. Major topics covered include basic electricity, basic electronics, solid-state devices and circuits, digital electronics, electronic communications, industrial control systems, test equipment, mathematics, and communicative skills.

Job Opportunities: The demand for electronics personnel is excellent because of the continuing rapid expansion of technology and its role in our overall economy. Job opportunities exist in manufacturing, medical, and various other segments of the economy including national defense.

Admission Requirements: High School diploma or GED.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester				Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT	109	Electrical Blueprint Reading		3	0	3
ILT	160	DC Fundamentals		1	4	3
ILT	161	AC Fundamentals		1	4	3
ILT	164	Circuit Fabrication		0	2	1
ILT	170	Components of Material Handling		<u>2</u>	<u>2</u>	<u>3</u>
Total				7	12	13

Second Semester				Theory Hrs.	Lab Hrs.	Credit Hrs.
ILT	162	Solid State Fundamentals		1	4	3
ILT	163	Digital Fundamentals		1	4	3
ILT	209	Motor Controls		<u>1</u>	<u>4</u>	<u>3</u>
Total				3	12	9

Total Credit Hours	22
Total Contact Hours	510

INDUSTRIAL ELECTRONICS
ILT 47.0105
(Short-term Certificate)

The mission of the Industrial Electronics Short Certificate Program is to prepare students for employment as entry-level industrial electronics technicians. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Industrial Electronics Courses (22 hours total)	Term	Grade	Hours
ILT 109 Electrical Blueprint Reading	_____	_____	3
ILT 160 DC Fundamentals	_____	_____	3
ILT 161 AC Fundamentals	_____	_____	3
ILT 164 Circuit Fabrication	_____	_____	1
ILT 170 Components of Material Handling	_____	_____	3
ILT 162 Solid State Fundamentals	_____	_____	3
ILT 163 Digital Fundamentals	_____	_____	3
ILT 209 Motor Controls	_____	_____	3
Total Hours Required for Short Certificate			22

MEDICAL OFFICE ADMINISTRATION
AD 52.0401
(Degree)

Program Description: The program is designed for the purpose of preparing students to keep the offices of physicians, hospitals, and other health practitioners running smoothly. Students learn to update and file patients' medical records, fill out insurance forms, arrange for hospital admissions and laboratory services, answer telephones, greet patients, handle correspondence, schedule appointments, and handle billing and bookkeeping. Work habits and attitude, as well as the ability to communicate effectively, are an integral part of the program. To validate skills and receive an industry-recognized credential, students are required to complete the Microsoft Office Specialist (MOS) certification exam in Microsoft Word. Additional MOS exams for credentials are available to students such as Microsoft Excel, PowerPoint and Access.

Job Opportunities: The demand is strong for medical office assistants to seek employment in offices of physicians, public and private hospitals, including inpatient and outpatient facilities; office of other health practitioners such as chiropractors and optometrists. Students may also seek employment in other healthcare industries such as outpatient care centers, nursing and residential care facilities.

Admission Requirements: High School diploma or GED

Program-level Student Learning Outcomes: Upon completion of the Medical Office Administration Program:

1. Students will generate appropriately formatted, accurate, and attractive business documents with efficiency.
2. Students will model effective written, oral, and nonverbal communication skills.
3. Students will demonstrate basic accounting procedures used in business and industry.
4. Students will perform office tasks required for employment in a medical environment.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
OAD	101	Beginning Keyboarding	3	0	3
MTH	116	Mathematical Applications	3	0	3
CIS	146	Computer Applications	3	0	3
ENG	101	English Composition I	3	0	3
ORI	101	Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total			13	0	13

Second Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
OAD	125	Word Processing	3	0	3
OAD	103	Intermediate Keyboarding	3	0	3
MTH	246	Mathematics of Finance	3	0	3
OAD	135	Financial Record Keeping	3	0	3
		Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total			15	0	15

Third Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
OAD	137	Computerized Financial Record Keeping	3	0	3
OAD	138	Records/Information Management	3	0	3
OAD	215	Health Information Management	3	0	3
BIO	120	Medical Terminology	3	0	3
		History, Social, Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total			15	0	15

Fourth Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
OAD	133	Business Communications	3	0	3
OAD	243	Spreadsheet Applications	3	0	3
SPH	106	Fundamentals of Oral Communication	3	0	3
BIO	150	Human Biology	<u>3</u>	<u>0</u>	<u>3</u>
Total			12	0	12

Fifth Semester			Theory Hrs.	Lab Hrs.	Credit Hrs.
OAD	134	Career and Professional Development	3	0	3
OAD	214	Medical Office Procedures	3	0	3
OAD	233	Trends in Office Technology	3	0	3
OAD	242	Office Internship	0	15	3
Total			9	15	12

Total Credit Hours			67		
Total Contact Hours			1185		

**MEDICAL OFFICE ADMINISTRATION
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Medical Office Administration Program is to prepare students for employment in the medical office field and other workforce sectors. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
Must complete 3 semester hours in Humanities/Fine Arts: Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (6 hours total)	Term	Grade	Hours
MTH 116 Mathematical Applications	_____	_____	3
MTH 246 Mathematics of Finance	_____	_____	3
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
Choose from: HIS101, HIS102, HIS201, HIS202; ECO231, 232; GEO100; PSY200, 210; SOC200; POL211; SPH116	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (49 hours total)			
ORI 101 Orientation	_____	_____	1
OAD 101 Beginning Keyboarding	_____	_____	3
OAD 125 Word Processing	_____	_____	3
OAD 135 Financial Record Keeping	_____	_____	3
OAD 137 Computerized Financial Record Keeping	_____	_____	3
OAD 138 Records/Information Management	_____	_____	3
OAD 215 Health Information Management	_____	_____	3
OAD 133 Business Communication	_____	_____	3
BIO 120 Medical Terminology or HPS 105 Medical Terminology	_____	_____	3
OAD 233 Trends in Office Technology	_____	_____	3
OAD 243 Spreadsheet Applications	_____	_____	3
BIO 150 Human Biology	_____	_____	3
OAD 103 Intermediate Keyboarding	_____	_____	3
OAD 134 Career & Professional Development	_____	_____	3
OAD 214 Medical Office Procedures	_____	_____	3
OAD 242 Office Internship	_____	_____	3
CIS146 Computer Applications	_____	_____	3
Total Hours Required for Degree			67

MEDICAL OFFICE ADMINISTRATION SHORT-TERM CERTIFICATE

OAD 52.0401

(Short-Term Certificate)

Program Description: This program is designed to provide students with a basic knowledge of keyboarding, spreadsheet applications, business communication and medical terminology.

Job Opportunities: Job opportunities in this field are widely available throughout the United States.

Admission Requirements: High School diploma or GED.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
OAD 101 Beginning Keyboarding	3	0	3
BIO 120 Medical Terminology	3	0	3
OAD 133 Business Communications	3	0	3
OAD 243 Spreadsheet Applications	3	0	3

Total **12**

Total Credit Hours **12**

Total Contact Hours **180**

MEDICAL OFFICE ADMINISTRATION

OAD 52.0401

(Short-term Certificate)

The mission of the Medical Office Administration Short Certificate Program is to prepare students to provide entry-level administrative support in a medical office environment. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

Medical Office Administration Courses (12 hours total)	Term	Grade	Hours
OAD 101 Beginning Keyboarding	_____	_____	3
BIO 120 Medical Terminology	_____	_____	3
OAD 133 Business Communications	_____	_____	3
OAD 243 Spreadsheet Applications	_____	_____	3
Total Hours Required for Short Certificate			12

MSSC CERTIFIED PRODUCTION TECHNICIAN SHORT-TERM CERTIFICATE
(Short-Term Certificate)
CIP Code 32.0199

Program Description: The MSSC Certified Production Technician Program is designed to prepare students for employment in manufacturing and production industries. The CPT award is aligned with the Certified Production Technician certification offered by the Manufacturing Skills Standards Council (MSSC), an industry-led training assessment and certification system for front-line production and material handling workers. Students will receive an MSSC certificate for each course completed successfully. The Certified Production Technician credential will be awarded to students successfully completing courses WKO 131, 132, 133, and 134 and passing MSSC certification exams.

Job Opportunities: Employers of graduates include manufacturing and production companies.

Admission Requirements: High School diploma, GED, or demonstrated ability to benefit.

Program-level Student Learning Outcomes: Upon completion of the MSSC Certified Production Technician Program:

1. The student will be able to explain and apply safety principles in a manufacturing environment.
2. The student will be able to demonstrate basic skills related to quality practices and measurement in a manufacturing environment.
3. The student will be able to explain and apply process-related principles related to manufacturing and production.
4. The student will be able to apply maintenance awareness principles in a manufacturing environment.

Course Number/Course Name

First Semester	Theory Hrs.	Lab Hrs.	Credit Hrs.
WKO131 MSSC Safety	3	0	3
WKO132 MSSC Quality Practices and Measurement	3	0	3
WKO133 MSSC Manufacturing Processes and Production	3	0	3
WKO134 Maintenance Awareness	3	0	3
Total	4	0	12
Total Credit Hours			12
Total Contact Hours			180

**MSSC CERTIFIED PRODUCTION TECHNICIAN (CIP CODE 32.0199)
SHORT CERTIFICATE REQUIREMENTS**

The mission of the MSSC Certified Production Technician Program is to prepare students for employment in entry-level manufacturing and production. The program supports the College mission by providing academic and technical instruction and workforce development.

MSSC Certified Production Technician (12 credit hours)	Term	Grade	Hours
WKO 131 MSSC Safety	_____	_____	3
WKO 132 MSSC Quality Practices and Measurement	_____	_____	3
WKO 133 MSSC Manufacturing Processes and Production	_____	_____	3
WKO 134 Maintenance Awareness	_____	_____	3
Total Hours			12

ASSOCIATE DEGREE NURSING
RN 51.3801
(Degree)

Program Description: The Nursing Program prepares graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

Track 1 Admission

Upon completion of the Associate Degree Nursing Program (ADN), the student will be awarded the Associate in Applied Science Degree. Graduates will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse. The Associate Degree Nursing Program is approved by the Alabama Board of Nursing. Associate Degree Nursing and the Associate Degree Nursing, Mobility are accredited by the Accreditation Commission for Education in Nursing (ACEN); 3390 Peachtree Road NE, Suite 1400; Atlanta, GA 30326, <http://www.acenursing.com/accreditedprograms/programsearch.htm>

Upon successful completion of the first three semesters of the program, students will be awarded a certificate in Practical Nursing and will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Following successful completion of the examination, the graduate will be eligible to practice as a Licensed Practical Nurse. The student may work as an LPN while completing the last two semesters of the ADN Program.

Practical Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, <http://www.acenursing.com/accreditedprograms/programsearch.htm>

Program-level Student Learning Outcomes: Upon completion of the Associate Degree Nursing Program:

1. Students will make evidence-based nursing judgments in practice that integrate nursing science in the provision of quality care, and human flourishing.
2. Students will demonstrate safety to patients and providers through system effectiveness and individual performance.
3. Students will be able to integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care.

First Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
ORI 101	Orientation to College	1	0	0	1	1
MTH 100	Intermediate College Algebra	3	0	0	3	3
BIO 201	Human Anatomy and Physiology I	3	1	0	4	5
NUR 112	Fundamental Concepts of Nursing	4	2	1	7	13
Total		11	3	1	15	22

Second Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
ENG 101	English Composition I	3	0	0	3	3
PSY 210	Human Growth and Development	3	0	0	3	3
BIO 202	Human Anatomy and Physiology II	3	1	0	4	5
NUR 113	Nursing Concepts I	4	1	3	8	16
Total		13	2	3	18	27

Third Semester*

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
SPH 106	Fundamentals of Oral Communication	3	0	0	3	3
NUR 114	Nursing Concepts II**	5	0	3	8	14
NUR 115	Evidence Based Clinical Reasoning**	1	0	1	2	4
Total		9	0	4	13	21

Fourth Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
BIO 220	General Microbiology	2	2	0	4	6
NUR 211	Advanced Nursing Concepts	4	0	3	7	13
Total		6	2	3	11	19

Fifth Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
IDS 102	Ethics	3	0	0	3	3
NUR 221	Advanced Based Clinical Reasoning	3	0	4	7	15
Total		6	0	4	10	18
Program Totals		45	7	15	67	107

Academic and Nursing Theory Contact Hours	675
Academic and Nursing Lab Contact Hours	255
Nursing Clinical Contact Hours	675
Total Program Contact Hours	1605

*Students are eligible to take NCLEX-PN after successful completion of the 3rd Semester.

**Students are permitted to split NUR 114 and NUR 115 over two semesters. NUR 114 must be taken prior

to NUR 115. This option will require six semesters to complete the program requirements.

Track 2 Admission

The Nursing Mobility Track enables the Licensed Practical Nurse (LPN) or the Licensed Paramedic to complete the Associate Degree Nursing Program (ADN). The student will be awarded the Associate in Applied Science Degree. Graduates will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse. The Associate Degree Nursing Program is approved by the Alabama Board of Nursing. Associate Degree Nursing and the Associate Degree Nursing, Mobility are accredited by the Accreditation Commission for Education in Nursing (ACEN); 3390 Peachtree Road NE, Suite 1400; Atlanta, GA 30326, <http://www.acenursing.com/accreditedprograms/programsearch.htm>

Prerequisites

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
ORI 101	Orientation to College	1	0	0	1	1
MTH 100	Intermediate College Algebra	3	0	0	3	3
BIO 201	Human Anatomy and Physiology I	3	1	0	4	5
BIO 202	Human Anatomy and Physiology II	3	1	0	4	5
ENG 101	English Composition I	3	0	0	3	3
PSY 210	Human Growth and Development	3	0	0	3	3
SPH 106	Fundamentals of Oral Communication	3	0	0	3	3
Total		19	2	0	21	23

First Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
NUR 209	Concepts for Healthcare Transition Students***	6	1	3	10	18
Total		6	1	3	10	18

Second Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
BIO 220	General Microbiology	2	2	0	4	6
NUR 211	Advanced Nursing Concepts	4	0	3	7	13
Total		6	2	3	11	19

Third Semester

Course Number	Course Name	Theory Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	Contact Hrs.
IDS 102	Ethics	3	0	0	3	3
NUR 221	Advanced Based Clinical Reasoning	3	0	4	7	15
Total		6	0	4	10	18
Program Totals		37	5	10	52	78

Academic and Nursing Theory Contact Hours	555	
Academic and Nursing Lab Contact Hours	165	
Nursing Clinical Contact Hours		450
Total Program Contact Hours		1170

*****Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit.**

Prior to admission to NUR 209, LPNs must provide proof of an unencumbered Alabama or compact (that includes Alabama) PN license. Paramedics must provide proof of an unencumbered or unrestricted Alabama or compact (that includes Alabama) Paramedic license.

Admission Information

Admission to the ADN Program is competitive, and while the student may be admitted to the College, he/she may not be admitted to the Nursing Program. Applicants will be assessed and placed in rank order prior to acceptance in the program. All students applying to the ADN Program are required to verify completion of the ACT exam with a composite score of 18 or higher. This proof must be attached to the Nursing application. There is no expiration date for the ACT exam results.

For information on ACT preparation, registration, and results, please visit the website at <https://www.act.org/>. For cost information, visit [ACT Cost](#).

Clinical experiences are designed to provide each student with the broadest possible range of experiences. Special emphasis is placed on the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for student safety. Students are responsible for transportation to all facilities. Students are responsible for any personal medical cost for all care of illnesses, accidents, and exposure to hazardous materials. Clinical agencies require drug screening, immunizations, including the COVID vaccination, health screening, background checks, malpractice insurance, and proof of health or accident insurance before students begin clinical rotations.

All applicants must understand that graduation from this program does not guarantee eligibility to take the National Council Licensure Examination (NCLEX). Please refer to the Alabama Board of Nursing Administrative Code 610-X-4-.02 Qualifications of applicants for Licensure for the understanding of eligibility.

Job Opportunities: The Associate Degree nurse may work in hospitals, nursing homes, physicians' offices, schools, dialysis, civil service, military service, home health, private duty, and hospice as a registered nurse.

Admission Requirements: High School diploma or GED. Applicants for Track 2 must either hold a current unencumbered Alabama Practical Nursing License or proof of an unencumbered or

unrestricted Paramedic license in Alabama. All prerequisites must be completed prior to admission into Track 2.

A minimum cumulative high school GPA of 2.5 is required if no college credits have been earned. For students with college credits, a minimum 2.5 GPA is required on a 4.0 scale based on the nursing required academic core courses. The core college courses are English Composition I, Intermediate College Algebra, Anatomy & Physiology I, Anatomy & Physiology II, Microbiology, Human Growth & Development, Speech, and Ethics.

A minimum grade of 75 is required for progression to the next Nursing course in the program's required course sequence.

***Special Program Costs for Nursing Students**

- Malpractice Insurance
- Proof of health insurance or liability insurance
- Nursing Uniforms
- Name Tag
- Hepatitis B vaccination series or Titer showing immunity
- A two-step TB skin test OR two consecutive and current annual TB skin tests, OR TB blood test (Interferon Gamma Release Assay [IGRA] or QuantiFERON-TB or T-Spot TB test)
- Lab kits/bags (NUR 112 and NUR 209)
- EES fees (urine drug screen, background check, and compliance monitoring)
- Proof of Measles, Mumps, and Rubella vaccination
- Proof of Varicella vaccination or Titer showing immunity
- Proof of COVID vaccination status or exemption as per clinical facility request
- ATI fees

**ASSOCIATE DEGREE NURSING
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The mission of the Associate Degree Nursing (ADN) Program is to prepare students for employment as nurses. Students successfully completing the 67-credit-hour program will earn an Associate Degree and be eligible to apply to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students successfully completing courses in the first three semesters of the ADN Program, 46 credit hours, will earn a certificate in Practical Nursing and will be eligible to apply to take the NCLEX-PN licensure exam. Upon licensure as a practical nurse, the student has the option to work as an LPN while completing the last two semesters of the ADN Program. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (6 hours total)	Term	Grade	Hours
SPH106 Fundamentals of Oral Communication	_____	_____	3
IDS102 Ethics	_____	_____	3
AREA III: Natural Science and Mathematics (11 hours total)	Term	Grade	Hours
MTH 100 Intermediate College Algebra	_____	_____	3
BIO 201 Human Anatomy and Physiology I	_____	_____	4
BIO 202 Human Anatomy and Physiology II	_____	_____	4
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
PSY 210 Human Growth and development	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (44 hours total)			
ORI 101 Orientation	_____	_____	1
BIO 220 General Microbiology	_____	_____	4
NUR 112 Fundamental Concepts of Nursing	_____	_____	7
NUR 113 Nursing Concepts I	_____	_____	8
NUR 114 Nursing Concepts II	_____	_____	8
NUR 115 Evidence Based Clinical Reasoning	_____	_____	2
NUR 211 Advanced Nursing Concepts	_____	_____	7
NUR 221 Advanced Based Clinical Reasoning	_____	_____	7
Total Hours Required for Degree			67

Nursing Mobility (Track 2): Licensed Practical Nurses and Licensed Paramedics planning to pursue an Associate Degree in Nursing through the Nursing Mobility Track should complete all courses in Areas I, II, III, and IV as prerequisites to NUR209 Concepts for Healthcare Transition with the exception of IDS 102 which may be taken as a co-requisite in the third semester. Upon successful completion of this 10-credit-hour course, Nursing Mobility students must successfully complete BIO 220, NUR211, and NUR 221 to complete program requirements.

PHYSICAL THERAPIST ASSISTANT
PTA 51.0806
(Degree)

Program Description: The Physical Therapist Assistant Program prepares individuals to work under the direction and supervision of a physical therapist to implement physical therapy care plans, teach exercises, perform treatment interventions, use equipment, collect measurements, observe and record patient progress. Includes instruction in applied anatomy and physiology, applied kinesiology, principles and procedures of physical therapy, basic neurology and orthopedics, physical therapy modalities, documentation skills, psychosocial aspects of health care, wound and injury care, electrotherapy, working with orthotics and prostheses, and personal and professional ethics.

Accreditation: Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria VA 22305-3085; phone 703.706.3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706- 3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (334) 881-2353 or email tdougherty@lbwcc.edu.

Commission on Accreditation in Physical Therapy
Education APTA Headquarters
Accreditation Department
3030 Potomac Ave., Suite 100
Alexandria, Virginia 22305-3085
<http://www.capteonline.org>

Job Opportunities: Physical therapist assistants work under the direction and supervision of physical therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain. Physical therapist assistants are involved in the direct care of patients. Today, physical therapist assistants provide health care services to patients of all ages and health conditions in a variety of settings, including:

- Outpatient clinics or offices
- Hospitals
- Inpatient rehabilitation facilities
- Skilled nursing, extended care, or subacute facilities
- Homes
- Education or research centers
- Schools
- Industrial, workplace, or other occupational environments

- Fitness centers and sports training facilities

Starting Salary: In May 2021, the median annual hourly wage for physical therapist assistants was \$29.42 and the median annual salary was \$61,180. *Data obtained from the U.S. Bureau of Labor Statistics.

Admission Requirements:

Program applications will be available August 21, 2023 and accepted between January 8 - March 7, 2024.

1. Unconditional admission to the College
2. Completion of general required courses for pre-physical therapist assistant by end of spring term of application year
3. Submittal of Physical Therapist Assistant program application packet by **March 7 by 5:00 p.m.**
 - LBWCC PTA Program Application
 - Documentation of eight (8) observation hours signed by the licensed Physical Therapist (PT) or Physical Therapist Assistant (PTA) at the facility.
 - LBWCC Unofficial Transcript – coursework taken at other educational institutions must be evaluated and accepted by LBWCC to be considered. It is the applicant's responsibility to make certain that all relevant coursework is listed on the LBWCC transcript. Applicants **must** highlight those courses and respective grades on the LBWCC transcript that they intend to use for scoring, as indicated on the LBWCC Application Scoring Worksheet.
 - Documentation of Spring 2023 registration of PTA pre-requisite courses, if applicable.
 - Proof of **ACT** score*, if taken
 - Two sealed letters of recommendation
 - 2023 PTA Program Application Scoring Worksheet
 - Certificate of attendance of at least one PTA Program informational session.
 - Completion of all pre-physical therapist assistant courses with a minimum of a "C"
 - Signed and dated Statement of Understanding.

Admission to the Physical Therapist Assistant Program is competitive and the number of students accepted into the PTA program each year is limited by the number of faculty and clinical facilities available. Meeting minimum program application requirements does not guarantee acceptance.

* Not required if proof provided of completion of an AAS or AS Degree in a related healthcare field such as Nursing, Radiological Technology, etc. from an accredited institution or completion of a Bachelor or Master's Degree in any career field from an accredited institution.

Progression: A minimum grade of 75 in all PTA Program courses is required for progression to the next semester in the PTA program's required course sequence. Failure to achieve a grade of 75 or better in all PTA program courses will result in dismissal from the program.

Program-level Goals:

1. Program graduates will contribute to the development of the regional healthcare workforce by working as competent and ethical PTAs under the direction and supervision of a PT.
2. Program graduates will communicate effectively and professionally in a culturally competent manner with patients and caregivers from diverse backgrounds.
3. Program faculty will provide students with a positive learning environment and a comprehensive curriculum based on contemporary, evidence-based physical therapy practice.
4. The Program will promote the importance of professionalism, personal development and professional development through faculty modeling, life-long learning and service opportunities.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Pre-Physical Therapist Assistant Course Requirements

Course Number/Course Name			Theory Hrs.	Lab/Clinical Hrs.	Credit Hrs.
ORI	101	Orientation	1	0	1
MTH	100	Intermediate College Algebra	3	0	3
BIO	201	Human Anatomy and Physiology I	3	2	4
BIO	202	Human Anatomy and Physiology II	3	2	4
ENG	101	English Composition I	3	0	3
PHY	112	Principles of Physics	2	0	2
BIO	120	Medical Terminology	3	0	3
PSY	210	Human Growth and Development	3	0	3
CIS	146	Computer Applications	3	0	3
		Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
			27	4	29

Program Course Requirements

Course Number/Course Name			Theory Hrs.	Lab/Clinical Hrs.	Credit Hrs.
PTA	220	Functional Anatomy & Kinesiology	3	0	3
PTA	221	Kinesiology Lab	0	2	1
PTA	240	Physical Disabilities I	2	0	2
PTA	250	Therapeutic Procedures I	2	4	4
PTA	100	Introduction to Physical Therapy	2	0	2
PTA	202	PTA Communication Skills	<u>2</u>	<u>0</u>	<u>2</u>
		Total (Summer Semester)	11	6	14

PTA	253	Therapeutic Procedures III	2	4	4
PTA	230	Neuroscience	2	0	2
PTA	251	Therapeutic Procedures II	2	4	4
PTA	231	Rehabilitation Techniques	0	4	2
PTA	266	Clinical Fieldwork I	<u>0</u>	<u>10</u>	<u>2</u>
		Total (Fall Semester)	6	22	14

PTA	201	Physical Therapist Assistant Seminar	2	0	2
PTA	200	PT Issues and Trends	2	0	2
PTA	267	Clinical Fieldwork II	0	10	2
PTA	268	Clinical Practicum	0	25	5
PTA	241	Physical Disabilities II	<u>2</u>	<u>0</u>	<u>2</u>
		Total (Spring Semester)	6	35	13

Program Total Credit Hours

70

Program Total Contact Hours

1,755

**PHYSICAL THERAPIST ASSISTANT
ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS (AAS)**

The Lurleen B. Wallace Community College Physical Therapist Assistant Program provides a comprehensive curriculum based on contemporary physical therapy practice delivered in a high-quality student-centered learning environment. Program graduates will be prepared to serve the community through employment as competent and ethical physical therapist assistants able to work under the direction and supervision of a physical therapist.

AREA I: Written Composition (3 hours total)	Term	Grade	Hours
*ENG101 – English Composition I	_____	_____	3
AREA II: Humanities and Fine Arts (3 hours total)	Term	Grade	Hours
Must complete 3 semester hours in Humanities/Fine Arts: *Choose from HUM101 Introduction to Humanities I, IDS102 Ethics, REL100 History of World Religions; ART100, MUS101, or THR120	_____	_____	3
AREA III: Natural Science and Mathematics (16 hours total)	Term	Grade	Hours
*MTH 100 Intermediate College Algebra or higher	_____	_____	3
*BIO 201 Human Anatomy and Physiology I	_____	_____	4
*BIO 202 Human Anatomy and Physiology II	_____	_____	4
*BIO 120 Medical Terminology	_____	_____	3
*PHY 112 Principles of Physics	_____	_____	2
AREA IV: History, Social, and Behavioral Sciences (3 hours total)	Term	Grade	Hours
*PSY 210 Human Growth & Development	_____	_____	3
AREA V: Pre-Professional, Major, and Elective Courses (45 hours total)	Term	Grade	Hours
*ORI 101 Orientation	_____	_____	1
*CIS 146 Computer Applications	_____	_____	3
PTA 100 Introduction to Physical Therapy	_____	_____	2
PTA 200 Physical Therapy Issues and Trends	_____	_____	2
PTA 201 Physical Therapist Assistant Seminar	_____	_____	2
PTA 202 PTA Communication Skills	_____	_____	2
PTA 220 Functional Anatomy Kinesiology	_____	_____	3
PTA 221 Kinesiology Lab	_____	_____	1
PTA 230 Neuroscience	_____	_____	2
PTA 231 Rehabilitation Techniques	_____	_____	2
PTA 240 Physical Disabilities I	_____	_____	2
PTA 241 Physical Disabilities II	_____	_____	2
PTA 250 Therapeutic Procedures I	_____	_____	4
PTA 251 Therapeutic Procedures II	_____	_____	4
PTA 266 Clinical Fieldwork I	_____	_____	2
PTA 267 Clinical Fieldwork II	_____	_____	2
PTA 268 Clinical Practicum	_____	_____	5
PTA 253 Therapeutic Procedures III	_____	_____	4
Total Hours Required for Degree			70

*Admission requirements of the Physical Therapist Assistant Program requires completion of this course prior to the end of spring term of the application year.

WELDING
WDT 48.0508
(Certificate)

Program Description: The Welding Program prepares students for a broad background in welding with many diverse employment options. The program includes fundamental processes and skills in electrical arc, heliarc, flux core arc, and robotic arc welding. Emphasis is placed on the technical aspects of welding, and instruction is offered in the welding of alloy and stainless steels. Aluminum welding, pipe welding, cutting (both mechanical and manual), joint design preparation, layout, and welding inspection are also taught. Each student is encouraged to certify in each of the welding processes.

Admission Requirements: High School diploma, GED or demonstrated ability to benefit

Program-level Student Learning Outcomes: Upon completion of the Welding Program:

1. Students will be able to perform oxy-fuel cutting techniques.
2. Students will be able to perform carbon arc cutting (CAC) and plasma arc cutting (PAC) processes.
3. Students will be able to set up shielded metal arc welding (SMAW) equipment and perform welds using specified electrodes.

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

***Important Note for students and advisors:** High school graduates (including students with a GED) may substitute ORI 101 Orientation for ORT 111 Orientation and SPH 106 Fundamentals of Oral Communication for SPC 103 Oral Communication Skills. High school graduates in certificate programs may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. High school graduates scoring into higher level mathematics or English classes on the placement assessment may substitute the higher level classes for MAH 101 Introductory Mathematics I and COM 100 Introductory Technical English I which are not transferrable courses.

Course Number/Course Name**First Semester**

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 108 SMAW Fillet OFC	2	2	3
WDT 109 SMAW Fillet/PAC/CAC	2	2	3
WDT 123 SMAW Fillet/PAC/CAC Lab	0	9	3
WDT 122 SMAW Fillet/OFC Lab	0	9	3
MAH 101 Introductory Mathematics I	3	0	3
ORT 111 *Orientation	<u>1</u>	<u>0</u>	<u>1</u>
Total	8	22	16

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 125 Shielded Metal Arc Welding Groove Lab	0	9	3
WDT 120 Shielded Metal Arc Welding Groove	2	2	3
WDT 119 Gas Metal ARC/Flux Cored Arc Welding	2	2	3
WDT 124 Gas Metal ARC/Flux Cored Arc Welding Lab	0	9	3
COM 100 *Introductory Technical English I	<u>3</u>	<u>0</u>	<u>3</u>
Total	7	22	15

Third Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
DPT 103 Introductory Computer Skills II	3	0	3
WDT 200 Welding VT (Visual Inspection)	1	2	2
WDT 217 SMAW Carbon Pipe	1	6	3
WDT 257 SMAW Carbon Pipe Lab	0	9	3
WDT 110 Industrial Blueprint Reading	3	0	3
SPC 103 *Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
Total	11	17	17

Fourth Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 156 GTAW Stainless Pipe Lab	0	9	3
WDT 116 GTAW Stainless Pipe	1	4	3
WDT 228 Gas Tungsten Arc Welding	2	3	3
WDT 268 Gas Tungsten Arc Lab	<u>0</u>	<u>9</u>	<u>3</u>
Total	3	25	12

Total Credit Hours**60****Total Contact Hours****1725**

WELDING (CIP CODE 48.0508) CERTIFICATE REQUIREMENTS

The mission of the Welding Program is to prepare students for employment as welders. The program mission supports the College Mission by providing academic and technical instruction and workforce development.

General Education Courses (13 credit hours)	Term	Grade	Hours
Students may wish to pursue an associate degree or higher at a later time and should note that ORI 101 and SPH 106 are associate degree eligible transfer courses while ORT 111 and SPC 103 are not. General education courses marked with an asterisk are transferrable. Students scoring into higher level mathematics or English classes on placement exams may substitute the higher level classes for MAH101 and COM100 which are not transfer courses.			
Choose one: *ORI 101 Orientation ORT 111 Orientation	_____	_____	1
Choose one: *ENG 101 English Composition I COM 100 Introductory Technical English I	_____	_____	3
Choose one: *CIS 146 Computer Applications DPT 103 Introductory Computer Skills II	_____	_____	3
Choose one: **MTH 100, MTH112 or higher MAH101 Introductory Mathematics I	_____	_____	3
*SPH106 Fundamentals of Oral Communication SPC 103 Oral Communications Skills	_____	_____	3
Welding Courses (47 credit hours)	Term	Grade	Hours
WDT 108 SMAW Fillet OFC	_____	_____	3
WDT 109 SMAW Fillet/PAC/CAC	_____	_____	3
WDT 123 SMAW Fillet/PAC/CAC Lab	_____	_____	3
WDT 122 SMAW Fillet/OFC Lab	_____	_____	3
WDT 125 Shielded Metal Arc Welding Groove Lab	_____	_____	3
WDT 120 Shielded Metal Arc Welding Groove	_____	_____	3
WDT 119 Gas Metal ARC/Flux Cored Arc Welding	_____	_____	3
WDT 124 Gas Metal ARC/Flux Cored Arc Welding Lab	_____	_____	3
WDT 200 Welding VT (Visual Inspection)	_____	_____	2
WDT 217 SMAW Carbon Pipe	_____	_____	3
WDT 257 SMAW Carbon Pipe Lab	_____	_____	3
WDT 110 Industrial Blueprint Reading	_____	_____	3
WDT 156 GTAW Stainless Pipe Lab	_____	_____	3
WDT 116 GTAW Stainless Pipe	_____	_____	3
WDT 228 Gas Tungsten Arc Welding	_____	_____	3
WDT 268 Gas Tungsten Arc Lab	_____	_____	3
Total Hours Required for Degree			60

*High School graduates (including students with a GED) are eligible to take these courses.

**MTH 100 does not satisfy transfer requirements for mathematics in Area III, but will transfer as an elective in Area V.

CONSUMABLE ARC WELDING PROCESSES

WDT 48.0508

(Short-Term Certificate)

Program Description: The short certificate Welding Program is designed to provide students with basic and advanced knowledge in consumable welding processes. Major topics include cutting processes theory, shielded metal arc fillet welding, shield metal arc grooves, consumable welding processes and consumable welding processes lab.

Job Opportunities: The short certificate Welding Program is designed to attack the shortage of welders for industries in the College service area. In addition, the program offers advanced welding skills that will provide opportunities for graduates to earn higher wages from industries that are located within a 600-mile radius of the College.

Admission Requirements: High School diploma, GED or demonstrated ability to benefit

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number/Course Name

First Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 108 SMAW Fillet OFC	2	2	3
WDT 110 Industrial Blueprint Reading	3	0	3
WDT 122 SMAW Fillet OFC Lab	0	9	3
WDT 200 Welding VT (Visual Inspection)	<u>1</u>	<u>2</u>	<u>2</u>
Total	6	13	11

Second Semester

	Theory Hrs.	Lab Hrs.	Credit Hrs.
WDT 125 Shielded Metal Arc Welding Groove Lab	0	9	3
WDT 120 Shielded Metal Arc Welding Groove	2	2	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab	0	9	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding	<u>2</u>	<u>2</u>	<u>3</u>
Total	4	22	12

Total Credit Hours **23**

Total Contact Hours **675**

CONSUMABLE ARC WELDING PROCESSES (CIP CODE 48.0508)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Consumable Arc Welding Processes Short Certificate Program is to prepare students for employment in jobs which require skills in cutting processes, shielded metal arc fillet welding, shielded metal arc grooves, and consumable welding processes. The program mission supports the College mission by providing academic and technical instruction and workforce development.

Welding courses (23 credit hours)	Term	Grade	Hours
WDT 108 SMAW Fillet OFC	_____	_____	3
WDT 110 Industrial Blueprint Reading	_____	_____	3
WDT 122 SMAW Fillet OFC Lab	_____	_____	3
WDT 183 Special Topics	_____	_____	2
WDT 125 Shielded Metal Arc Welding Groove Lab	_____	_____	3
WDT 120 Shielded Metal Arc Welding Groove	_____	_____	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab	_____	_____	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding	_____	_____	3
Total Hours			23

BASIC SMAW and CUTTING
WDT 48.0508
(Short-Term Certificate)

Program Description: The short certificate Welding Program is designed to provide basic knowledge for students that need immediate job placement in field or need a certificate to remain employed. Students will be eligible for jobs at the introductory level. Students will also receive industry recognized credentials.

Job Opportunities: The short certificate Welding Program is designed to reduce the shortage of welders for industries in the College service area.

Admission Requirements: High school diploma, GED or demonstrated ability to benefit

Typical Student Load and Courses by Semester

Note: This is a sample course sequence. Courses scheduled each semester may vary according to student progress and the need for developmental classes.

Course Number	Course Title	Theory Hours	Lab Hours	Credit Hours
WDT 108	SMAW Fillet OFC	2	2	3
WDT 109	SMAW Fillet/PAC/CAC	2	2	3
WDT 122	SMAW Fillet/OFC Lab	0	9	3
WDT 123	SMAW Fillet/PAC/CAC Lab	0	9	3
Total		4	22	12
Total Credit Hours				12
Total Contact Hours				390

BASIC SMAW AND CUTTING (CIP CODE 48.0508)
SHORT CERTIFICATE REQUIREMENTS

The mission of the Basic SMAW and Cutting Short Certificate Program is to prepare students for employment in entry-level welding positions which require making fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding codes and safely operating oxyfuel, plasma arc, and carbon arc equipment per applicable welding code. The program mission supports the College mission by providing academic and technical instruction and workforce development.

Welding courses (12 credit hours)	Term	Grade	Hours
WDT 108 SMAW Fillet OFC	_____	_____	3
WDT 109 SMAW Fillet/PAC/CAC	_____	_____	3
WDT 122 SMAW Fillet/OFC Lab	_____	_____	3
WDT 123 SMAW Fillet/PAC/CAC lab	_____	_____	3
	_____	_____	3
Total Hours			12

COURSES OF INSTRUCTION

Abbreviations for Courses

The following are the common catalog course abbreviations used by Lurleen B. Wallace Community College:

ART	Art	HPS	Health Sciences
AUM	Automotive Mechanics	HUM	Humanities
BIO	Biology	IDS	Interdisciplinary Studies
BUC	Building Construction	INT	Industrial Maintenance
BUS	Business		Technology
CAR	Carpentry	LPN	Practical Nursing
CHD	Child Development	MTH	Mathematics
CHM	Chemistry	MUS	Music
CIS	Computer Science	NUR	Nursing
COS	Cosmetology	OAD	Office Administration
CMT	Construction Management	ORI	Orientation
	Technology	PED	Physical Education
CRJ	Criminal Justice	PHS	Physical Science
DEM	Diesel & Heavy Equipment	PHY	Physics
	Mechanics	POL	Political Science
DMS	Diagnostic Medical Sonography	PSY	Psychology
DNC	Dance	PTA	Physical Therapist Assistant
ECO	Economics	RDG	Reading
ELT	Electrical Technology	REL	Religion
EMS	Emergency Medical Services	SAL	Salon and Spa Management
ENG	English	SOC	Sociology
FOR	Forestry	SPA	Spanish
GEO	Geography	SPH	Speech
HED	Health Education	THR	Theatre Arts
HEC	Home Economics	WDT	Welding
HIS	History	WKO	Workplace Skills

COURSE DESCRIPTIONS

Courses are arranged in alphabetical order by subject area. The course title lines include a department designation, followed by the course number, course title, and the number of semester hours of credit (e.g., ART 100 – Art Appreciation, 3 hours).

A parenthetical numerical code is also included on the title line that gives the typical contact hours per week of lecture, laboratory, and clinicals in that order, e.g., (1-4-0). For example, AUM101 Fundamentals of Automotive Technology, meets a total of five hours each week and includes one hour of lecture, four hours of laboratory, and no hours of clinical.

Courses with “CODE A,” “CODE B,” or “CODE C” have been designated as the following:

- **CODE A:** AGSC approved transfer courses in Area I-IV that are common to all institutions.
- **CODE B:** Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.
- **CODE C:** Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Career technical courses, including courses in nursing and allied health programs, are not potential transfer courses and therefore do not include these designated codes.

COURSE NUMBERING SYSTEM

A student as a freshman will ordinarily enroll in courses numbered 100 through 199 since these are beginning-level courses. Courses numbered 200 through 299 are considered to be sophomore-level courses and may have other courses that must be taken as prerequisites. Courses numbered below 100 are developmental courses or courses considered to be below college level.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE LISTED SCHEDULE OF OFFERINGS DURING ANY TERM.

ART

The Art Department offers the student a variety of basic foundation courses in drawing, design and painting. Emphasis is given to the fundamental language of art, the development of technical skills and the experimentation with materials and creative processes. Art courses may be taken by students enrolled in the College, provided they begin with basic drawing and design. The Art Department reserves the right to retain, exhibit, and reproduce any work submitted by students for credit in any art course.

ART 100 Art Appreciation, 3 hours

(3-0-0)

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. CODE A

ART 101 Art Workshop I, 3 hours (0-3-0)

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills. CODE C

ART 113 Drawing, 3 hours (0-3-0)

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. CODE B

ART 114 Drawing II, 3 hours (0-3-0)

Prerequisite: Art 113

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. CODE B

ART 121 Two Dimensional Composition I, 3 hours (0-3-0)

This course introduces the basic concepts of two-dimensional design. Topics include the elements of art and principles of design with emphasis on the arrangements and relationships among them. CODE B

ART 122 Two Dimensional Composition II, 3 hours (0-3-0)

Prerequisite: Art 121

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. CODE B

ART 127 Three Dimensional Composition, 3 hours (0-3-0)

Prerequisite: ART 113 or ART 121

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 artworks. CODE B

ART 222 Computer Graphics II, 3 hours (0-3-0)

This course is designed to enhance the student's ability to produce an advanced level of computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics. CODE C

ART 233 Painting I, 3 hours (0-3-0)

Prerequisite: ART 113, or ART 121, or permission of instructor

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. CODE B

ART 234 Painting II, 3 hours

(0-3-0)

Prerequisite: ART 233

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 creative process to the communication of ideas.

AUTOMOTIVE MECHANICS

AUM 101 Fundamentals of Automotive Technology, 3 hours

(1-4-0)

This course provides basic instruction in Fundamentals of Automotive Technology. CORE

AUM 112 Electrical Fundamentals, 3 hours

(1-4-0)

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. CORE

AUM 121 Braking System, 3 hours

(1-4-0)

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. CORE

AUM 122 Steering and Suspension, 3 hours

(1-4-0)

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. CORE

AUM 124 Automotive Engines, 3 hours

(1-4-0)

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. CORE

AUM 130 Drive Train and Axles, 3 hours

(1-4-0)

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. CORE

AUM 133 Motor Vehicle Air Conditioning, 3 hours

(1-4-0)

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.

AUM 162 Electrical and Electronic Systems, 3 hours (1-4-0)

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. CORE

AUM 182 Special Topics, 2 hours (0-6-0)

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

AUM 220 Advanced Automotive Engines, 3 hours (1-4-0)

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, lubrication system components, gaskets, and oil seals.

AUM 224 Manual Transmission and Transaxle, 3 hours (1-4-0)

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 the proper operation and drivability.

AUM 230 Automatic Transmission and Transaxle, 3 hours (1-4-0)

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. CORE

AUM 239 Engine Performance, 3 hours (1-4-0)

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

AUM 244 Engine Performance and Diagnostics, 3 hours (1-4-0)

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 drive ability. CORE

AUM246 Automotive Emissions, 3 hours (1-4-0)

This is an introductory course in automotive emission systems. Emphasis is placed on trouble shooting and repair of systems, subsystems, and components.

AUM250 Hybrid & Electric Vehicles. 3 hours (1-4-0)

This course is designed to measure a technician's knowledge of the skills needed to diagnose both high and low voltage electrical/electronic problems, as well as other

supporting system problems on hybrid/electric vehicles. This course prepares students for the ASE Light Duty Hybrid/Electric Vehicle Specialist (L3) certification.

BIOLOGY

BIO 101 Introduction to Biology I, 4 hours (3-2-0)

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. CODE A

BIO 102 Introduction to Biology II, 4 hours (3-2-0)

Prerequisite: BIO 101

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 per week is required. CODE A.

BIO 103 Principles of Biology, 4 hours (3-2-0)

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. A 120 minute laboratory per week is required. CODE A

BIO 104 Principles of Biology II, 4 hours (3-3-0)

Prerequisite: BIO 103

This introductory course synthesized ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180 minute laboratory per week is required. CODE A

BIO 120 Medical Terminology, 3 hours (3-0-0)

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. CODE C

BIO 150 Human Biology, 3 hours (3-0-0)

This course serves as an introduction to the structure, function, and pathology of the human body. The emphasis is on the basic anatomy of all systems, basic physiology, and the various terms related to pathology. No laboratory is required. CODE C

BIO 201 Human Anatomy & Physiology I, 4 hours (3-2-0)

Prerequisite: BIO103

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 per week is required. CODE B

BIO 202 Human Anatomy & Physiology II, 4 hours (3-2-0)

Prerequisite: A grade of "C" or better in BIO 201.

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolyte, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120 minute laboratory per week is required. CODE B

BIO 220 General Microbiology, 4 hours (2-4-0)

Prerequisite: A grade of C or better in BIO 103 or BIO 201 (Recommended: 4 semester hours of Chemistry)

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions; and microbial genetics; 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. This course requires 240 minutes of laboratory per week. CODE B

BUILDING CONSTRUCTION

BUC 110 Basic Construction Tools and Materials, 3 hours (2-3-0)

This course emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools and construction materials. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. CORE

BUC 111 Basic Construction Layout, 3 hours (1-6-0)

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.

BUC 113 Basic Construction Print Reading, 3 hours (3-0-0)

This course introduces students to construction print reading. Topics include symbols and abbreviations, basic plans, elevations, sections and details. Upon completion, students should be able to read basic construction plans and trade information for major crafts employed at a construction site.

BUC 115 Roof and Ceiling Framing, 3 hours (1-6-0)

This course focuses on construction framing above the wall-plate line. Topics include ceiling

framing roof framing, and trusses. Upon completion, students should be able to frame residential ceilings and roofs, design and build trusses and apply heavy timber construction principles.

BUC 121 Floors and Walls Framing, 3 hours (1-6-0)

This course focuses on floor and wall layout. Topics include 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 completion, students should be able to properly perform basic construction framing procedures for floor and walls.

BUC 133 Building Codes, 3 hours (3-0-0)

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code books, plan construction projects and understand the implications of various real estate issues.

BUC 238 Cooperative Work Experience, 3 hours (0-15-0)

This course provides students work experience with a college-approved employer in an area directly related to the building construction industry. Emphasis is placed on integrating classroom and lab experiences with work experience. Upon completion, a student should be able to evaluate career selections and demonstrate employability skills and work-related competencies.

BUSINESS

BUS 210 Introduction to Accounting, 3 hours (3-0-0)

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach. CODE B

BUS 215 Business Communication, 3 hours (3-0-0)

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications. CODE C

BUS 241 Principles of Accounting I, 3 hours (3-0-0)

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. CODE B

BUS 242 Principles of Accounting II, 3 hours (3-0-0)

Prerequisite: BUS 241

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics managerial accounting, corporations, financial statement analysis.

BUS 263 The Legal and Social Environment of Business, 3 hours (3-0-0)

This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organization and ethics. CODE B

BUS 271 Business Statistics I, 3 hours (3-0-0)

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; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing. CODE B

BUS 272 Business Statistics II, 3 hours (3-0-0)

Prerequisite: BUS 271

This course is a continuation of BUS 271. Topics include hypothesis testing; inferences about populations means, proportions, and variances; simple linear regression and correlation; multiple regression; chi-square tests; and analysis of variance. CODE B

BUS 275 Principles of Management, 3 hours (3-0-0)

This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications. CODE B

BUS 285 Principles of Marketing, 3 hours (3-0-0)

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. CODE B

BUS 291 Business CO-OP I, 1-3 hours (3-0-0)

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry. CODE C

BUS 292 Business CO-OP II, 1-3 hours (3-0-0)

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. CODE C

BUS 298 Directed Studies I, 2 hours (2-0-0)

Prerequisite: As required by program.

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. CODE C

CARPENTRY

CAR 132 Interior and Exterior Finishing, 3 hours (1-6-0)

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.

CAR 203 Special Projects in Carpentry, 3 hours (0-9-0)

This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.

CAR 230 Residential Repair and Remodeling, 3 hours (3-0-0)

This course focuses on the methods used for a repair or remodeling project. Topics include design, estimation of materials, cost, time, manpower, and bid preparation. Upon completion the students should be able to demonstrate an ability to design a repair or remodeling project according to code, accurately quote materials, cost, time, and manpower requirements, and obtain all necessary permits for construction.

CAR 232 Construction Project Management, 3 hours (3-3-0)

This course focuses on the basic information necessary for successfully managing a construction project. Topics include basic building blocks of scheduling, refining a schedule, communications, techniques for estimating time to complete projects, timely delivery of materials, appropriate manpower scheduling, and use of construction management software. Upon completion, students are expected to understand the meaning and purpose of project planning and management, use of a schedule in management, and be able to communicate and coordinate work activities. The students should also be able to develop a comprehensive estimate for the completion of a construction project.

CHEMISTRY

CHM 104 Introduction to Chemistry I (3-3-0)

This is a survey course of general chemistry for students who do not intend to major in science or engineering and 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. CODE A

CHM 111 College Chemistry I, 4 hours (3-3-0)

Prerequisite or Corequisite: MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or the 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, and some descriptive chemistry topics. Laboratory is required. CODE A

CHM 112 College Chemistry II, 4 hours

(3-3-0)

Prerequisite: Grade of "C" or higher in both CHM 111 and MTH 112

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 of compounds, transition compounds, post-transition compounds, metals, nonmetals, and semi-metals. Laboratory is required. CODE A

CHM 221 Organic Chemistry I, 4 hours

(3-3-0)

Prerequisite: CHM 112

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 for aliphatic, compounds with special emphasis on reaction mechanisms, and stereochemistry. Laboratory is required and will include common organic chemistry techniques. CODE B

CHM 222 Organic Chemistry II, 4 hours

(3-3-0)

Prerequisite: CHM 221

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 and aromatic compounds and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include common organic chemistry techniques. CODE B

CHILD DEVELOPMENT

CHD 100 Introduction of Early Care and the Education of Children, 3 hours

(3-0-0)

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. CODE C

CHD 201 Child Growth and Development Principles, 3 hours (3-0-0)

This course is a systematic study of child growth and development from conception through early childhood, with focus on infant and toddler. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development. CODE C

CHD 202 Children's Creative Experiences, 3 hours (3-0-0)

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children. CODE C

CHD 203 Children's Literature and Language Development, 3 hours (3-0-0)

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. CODE C

CHD 204 Methods and Materials for Teaching Children, 3 hours (3-0-0)

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 should be able to demonstrate basic methods of creating learning experiences using developmentally 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. CODE C

CHD 205 Program Planning For Educating Young Children, 3 hours (3-0-0)

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion, students will be able to develop and evaluate effective programs for the education of young children. CODE C

CHD 206 Children's Health and Safety, 3 hours (3-0-0)

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintain a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. CODE C

CHD 208 Administration of Child Development Programs, 3 hours (3-0-0)

This course includes appropriate administrative policies and procedures relevant to

preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program. CODE C

CHD 209 Infant & Toddler Education Programs, 3 hours (3-0-0)

This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children. CODE C

CHD 210 Educating Exceptional Children, 3 hours (3-0-0)

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children. CODE C

CHD 214 Families and Communities in Early Care and Education Programs, 3 hours (3-0-0)

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills. CODE C

CHD 215 Supervised Practical Experience in Child Development, 3 hours (0-0-6)

Prerequisite: Permission of instructor

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment. CODE C

CHD 224 School Age Childcare, 3 hours (3-0-0)

This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care and summer programs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program. CODE C

COMPUTER SCIENCE

DPT 103 Introductory Computer Skills II, 3 hours (3-0-0)

This course is designed to focus on further development of computer skills. The course will

generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. Non-degree creditable

CIS 146 Computer Applications, 3 hours (3-0-0)

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications. CODE B

CIS 157 Introduction to APP Development with Swift, 3 hours (1-4-0)

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. CODE C

CIS 191 Intro to Computer Programming Concepts, 3 hours (3-0-0)

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. CODE B

CIS 199 Network Communications, 3 hours (3-0-0)

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. CODE C

CIS 207 Web Development, 3 hours (3-0-0)

Prerequisite: CIS 191

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. CODE C

CIS 220 APP Development with Swift I, 3 hours (1-4-0)

This is the first of two courses designed to teach specific skills related to app development using Swift language. CODE C

CIS 222 Database Management Systems, 3 hours (3-0-0)

Prerequisite: CIS 191

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web. Code C

CIS 249 Microcomputer Operating Systems, 3 hours (3-0-0)

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. CODE C

CIS 251 C++Programming, 3 hours (3-0-0)

Prerequisite: CIS 146

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. CODE B

CIS 255 Java Programming, 3 hours (3-0-0)

Prerequisite: CIS 191

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. CODE B

CIS 256 Advanced JAVA, 3 hours (3-0-0)

Prerequisite: CIS 191

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. Code C

CIS257 JavaScript Programming, 3 hours (3-0-0)

This course is an introduction to JavaScript as a prototypal programming language for user-interface (client) and server applications. Topics include: data structures, decision and repetition structures, modularity, objects, events, exceptions, the Node.js runtime environment, and common libraries and frameworks. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of application projects and appropriate tests.

CIS 263 Computer Maintenance, 3 hours (3-0-0)

This course provides students with hands-on practical experience in stalling software, operating systems, trouble-shooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

CIS 275 Workstation Administration, 3 hours (3-0-0)

This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. CODE C

CIS 276 Server Administration, 3 hours (3-0-0)

This course introduces network operating system administration. Topics include 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. CODE C

CIS 280 Network Security, 3 hours (3-0-0)

Prerequisite: CIS 199, CIS 263

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. CODE C

CONSTRUCTION MANAGEMENT TECHNOLOGY

CMT 114 10 Hour OSHA Construction Safety, 1 hour (1-0-0)

The purpose of this course is to introduce the student to OSHA and the regulations present within the construction industry. Upon completion of this course the student will be able to identify the primary safety rules established by OSHA, know reporting procedures, as well as, being able to use the OSHA manual. Emphasis will be placed on the importance of safety, OSHA, safety programs, and safety procedures. Students completing this course will receive their ten-hour OSHA certification.

CMT 170 HVAC Systems, 3 hours (3-0-0)

The purpose of this course is to introduce the student to major mechanical systems used in buildings. Emphasis will be placed on heating, cooling, and ventilation equipment. Upon completion of this course the student will be knowledgeable of the basic principles of heating, cooling, ventilation, and related hardware and will understand design considerations that impact the selection of equipment.

CMT 175 Electrical & Plumbing Systems, 3 hours (3-0-0)

The purpose of this course is to introduce the student to the plumbing, electrical, and lighting systems used in buildings. Emphasis will be on design considerations based on plumbing and

electrical codes. Upon completion of this course the student will understand the basic principles and hardware requirements in designing plumbing, electrical and lighting systems.

CMT 206 Construction Estimating, 3 hours (3-0-0)

The purpose of this course is to introduce the student to the principles and practices used in estimating construction costs. Emphasis will be on a methodical approach to estimating each cost element of a construction project. Upon completion of this course the student will know the methods and procedures used in estimating, making quantity surveys from working drawings, developing unit costs, developing subcontractor costs, and will be able to identify the major considerations involved in the total pricing of a construction project.

CMT 208 Project Planning and Scheduling, 3 hours (2-3-0)

The purpose of this course is to introduce the student to the tools and techniques used to plan, schedule and control a construction project. Students will learn how to prepare Gantt Charts and schedules using the Critical Path Method, Precedence Networks, PERT, GERT and the Linear Scheduling Method. Special emphasis will be placed on using scheduling software. Upon completion, the student will be able to prepare project schedules using various scheduling tools and technology, allocate and level resources, maintain and update a project schedule, and resolve construction delay claims.

COSMETOLOGY

COS 111 Introduction to Cosmetology, 3 hours (3-0-0)

Corequisite: COS 112 Introduction to Cosmetology Lab

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. CORE

COS 112 Introduction to Cosmetology Lab, 3 hours (0-6-0)

Corequisite: COS 111 Introduction to Cosmetology

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on sterilization, shampooing, hair shaping, and hair styling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. CORE

*For students completing the Cosmetology Certificate under a 2022-2023 or prior degree plan, this course is 9 contact hours (0-9-0).

COS 113 Theory of Chemical Services, 3 hours (3-0-3)

Corequisite: COS 114 Chemical Services Lab

During this course students learn concepts of theory of chemical services related to 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. CORE

COS 114 Chemical Methodology Lab, 3 hours (0-6-0)

Corequisite: COS 113

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. CORE

*For students completing the Cosmetology Certificate under a 2022-2023 or prior degree plan, this course is 9 contact hours (0-9-0).

COS 115 Hair Coloring Theory, 3 hours (3-0-0)

Corequisite: COS 116 Hair Coloring Lab

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 should be able to identify all classifications of hair coloring and the effects on the hair. CORE

COS 116 Hair Coloring Lab, 3 hours (0-6-0)

Corequisite: COS 115 Hair Coloring Theory

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. CORE

*For students completing the Cosmetology Certificate under a 2022-2023 or prior degree plan, this course is 9 contact hours (0-9-0).

COS 117 Basic Spa Techniques, 3 hours (3-0-0)

Corequisite: COS 118 Basic Spa Techniques Lab

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. CORE

COS 118 Basic Spa Techniques Lab, 3 hours (0-6-0)

Corequisite: COS 117 Basic Spa Techniques

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, 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. CORE

*For students completing the Cosmetology Certificate under a 2022-2023 or prior degree plan, this course is 9 contact hours (0-9-0).

COS 119 Business of Cosmetology, 3 hours (3-0-0)

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.

COS 123 Cosmetology Salon Practices, 3 hours (0-9-0)

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, hair shaping, 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.

COS 125 Career and Personal Development, 3 hours (3-0-0)

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

COS 134 Advanced Esthetics, 3 hours (1-4-0)

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

COS 135 Advanced Esthetics Applications, 3 hours (0-9-0)

This course provides advanced practical applications relating to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.

COS 141 Applied Chemistry for Cosmetology, 3 hours (3-0-0)

This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure.

COS 142 Applied Chemistry for Cosmetology Lab, 3 hours (0-3-0)

This course provides practical applications of the knowledge and skills learned in reference to chemical reactions, as well as the chemical applications to the hair and skin. Emphasis is placed on knowledge basic chemistry, pH scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service.

COS 143 Hair Designs, 3 hours (1-2-0)

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 144 Hair Shaping and Design, 3 hours (1-2-0)

In this course, students learn the art and techniques of hair shaping. 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.

COS 145 Hair Shaping Lab, 3 hours (0-3-0)

This covers the study of the art and techniques of hair shaping. 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 using safety and sanitary precautions.

COS 148 Nail Care Theory, 3 hours (3-0-0)

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 150 Manicuring, 3 hours (1-4-0)

This course focuses on the theory and practice of nail care. Topics include sanitation nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculptured nails and acrylic overlays.

COS 151 Nail Care, 3 hours (1-4-0)

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 152 Nail Care Applications, 3 hours (0-9-0)

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.

COS 153 Nail Art, 3 hours (1-4-0)

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154 Nail Art Applications, 3 hours (0-6-0)

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.

COS 161 Special Topics in Cosmetology, 1 hour (1-0-0)

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.

COS 162 Special Topics in Cosmetology, 3 hours (0-9-0)

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.

COS 163 Facial Treatments, 3 hours (1-4-0)

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

COS 164 Facial Machine, 3 hours (0-9-0)

This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

COS 165 Related Subjects Estheticians, 3 hours (0-9-0)

This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

COS167 State Board Review, 3 hours (1-4-0)

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.

COS 168 Bacteriology and Sanitation, 3 hours (1-4-0)

In this skin care course, emphasis is placed on the decontamination, infection control and safety-practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

COS 169 Skins Functions, 3 hours (0-6-0)

This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, The student will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles.

COS 181 Special Topics, 3 hours (3-0-0)

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.

COS 182 Special Topics, 3 hours (0-9-0)

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.

COS 190 Internship in Cosmetology, 3 hours (0-15-0)

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.

COSMETOLOGY INSTRUCTOR TRAINING

CIT 211 Teaching and Curriculum Development, 3 hours (3-0-0)

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.

CIT 212 Teacher Mentorship, 3 hours (0-6-0)

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.

CIT 213 Cosmetology Instructor Co-Op, 3 hours (0-6-0)

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

CIT 214 Lesson Plan Methods and Development, 3 hours (1-4-0)

During this course students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core course.

CIT 221 Lesson Plan Implementation, 3 hours (0-6-0)

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.

CIT 222 Audio Visual Materials and Methods, 3 hours (3-0-0)

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.

CIT 223 Audio Visual Materials and Methods Applications, 3 hours (0-6-0)

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.

CIT 224 Special Topics in Cosmetology Instruction, 3 hours (3-0-0)

This course is designed to allow students for further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

CIT 225 Special Topics in Cosmetology Instruction, 3 hours (0-6-0)

This course is designed to allow students for further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

*CIT courses are stand-alone courses and do not lead to a degree or certificate at LBWCC.

CRIMINAL JUSTICE

CRJ 100 Introduction to Criminal Justice, 3 hours (3-0-0)

This course surveys the entire criminal justice process from law enforcement to the

administration of justice through corrections. It includes the history and philosophy of the system and introduces various career opportunities. CODE B

CRJ 110 Introduction to Law Enforcement, 3 hours (3-0-0)

This course examines the historical development of contemporary policing practices and the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. CODE B

DANCE

DNC 111 Elementary Modern Dance I, 2-3 hours (2-0-0)

Prerequisite: Permission of instructor.

A studio course in modern dance technique at the elementary level. CODE B

DNC 112 Elementary Modern Dance II, 2 hours (2-0-0)

Prerequisite: DNC 111 and/or permission of instructor.

Continuation of Elementary Modern Dance I, preparing the student for intermediate modern dance. CODE B

DNC 121 Elementary Ballet I, 2 hours (2-0-0)

Prerequisite: Permission of instructor.

A studio course in classical ballet at the elementary level. CODE B

DNC 122 Elementary Ballet II, 2 hours (2-0-0)

Prerequisite: DNC 121 and/or permission of instructor.

The development of classical theory and practical ballet at the elementary level. CODE B

DNC 143 Ballet Technique, 3 hours (3-0-0)

Prerequisite: Permission of instructor.

Intensive training in classical ballet for students intending to major in dance. Intermediate level technique is studied, emphasizing posture and placement. Students are evaluated on their ability to perform the work to the required standard. CODE C

DNC 144 Ballet Technique II, 3 hours (3-0-3)

Prerequisite: DNC 143 and/or permission of instructor.

A continuation of DNC 143. CODE C

DNC 160 Dance Workshop I, 1-2 hours (2-0-0)

Prerequisite: Permission of instructor.

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. CODE C

DNC 161 Dance Workshop II, 1-2 hours (1-0-0)

Prerequisite: DNC 160 and/or instructor permission.

This course is a continuation of DNC 160. CODE C

DNC 234 Choreography I, 1-3 hours (3-0-0)

Prerequisite: Instructor permission.

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored. CODE C

DNC 243 Ballet Techniques III, 3 hours (3-0-0)

Prerequisite: DNC 143.

Ballet technique at advanced level emphasizing performance quality, musicality, and classical style. CODE C

DNC 244 Ballet Techniques IV, 3 hours (3-0-3)

Prerequisite: DNC 243.

A continuation of DNC 243. CODE C

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 202 Foundations of Sonography, 3 hours (2-2-0)

Prerequisite: As required by program

This course provides the student with concepts of the history and development of sonography in medical imaging, patient care, medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate an understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while using medical terminology. This is a CORE course.

DMS 204 Sectional Anatomy, 2 hours (2-0-0)

Prerequisite: As required by program

This course is a study in gross and sectional anatomy and physiology of the human body and the correlation of that anatomy to sonographic, computed tomography and magnetic resonance images. Upon completion, students will be able to identify normal sectional anatomy.

DMS 205 Abdominal Sonography, 4 hours (3-3-0)

Prerequisite: As required by program

This course will provide instruction in a classroom and laboratory setting in order to perform sonographic studies of the abdomen. Classroom components will focus on concepts of normal and relational anatomy, physiology, Doppler principles, sonographic technique and appearance. At course completion, the student will be expected to perform a complete abdominal sonogram. This is a CORE course.

DMS 206 Gynecologic Sonography. 4 hours (3-3-0)

Prerequisite: As required by program

This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen

on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic sonogram at course completion. This is a CORE course.

DMS 207 Abdominal Pathology, 3 hours

(3-0-0)

Prerequisite: As required by program

This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance on other imaging modalities will be demonstrated. The student will be required to conduct research for presentation. At course completion, students will be able to identify many major pathologies of the abdomen on sonograms. This is a CORE course.

DMS 216 Sonographic Principles & Instrumentation I, 3 hours

(3-0-0)

Prerequisite: As required by program

This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion, the student will be able to produce sonographic images. This is a CORE course.

DMS 220 Obstetrical Sonography I, 3 hours

(3-0-0)

Prerequisite: As required by program

This course will provide instruction regarding the development and sonographic appearance of the fetal and extra-fetal anatomy throughout the gestation period. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.

DMS 221 Obstetrical Sonography II, 3 hours

(3-0-0)

Prerequisite: As required by program

This course will provide instruction regarding the sonographic appearance of fetal and extra-fetal anatomy and correlate findings of fetal anomalies and genetic links. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetric studies. This is a CORE course.

DMS 225 Superficial Sonography, 1 hour

(1-0-0)

Prerequisite: As required by program

This course will review the anatomy of and familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum, and male pelvis, and other superficial structures. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms. This is a CORE course.

DMS 229 Sonography Preceptorship I, 2 hours

(0-0-6)

Prerequisite: As required by program

This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general sonography specialties. **Competencies will be required.** This is a CORE course.

DMS 230 Sonography Preceptorship II, 3 hours (0-0-15)

Prerequisite: As required by program

This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general sonography specialties. **Competencies will be required.** This is a CORE course.

DMS 231 Sonography Preceptorship III, 4 hours (0-0-20)

Prerequisite: As required by program

This course provides a continuum in the development of sonographic skills while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. **Competencies will be required.** This is a CORE course.

DMS 232 Sonography Preceptorship IV, 5 hours (0-0-25)

Prerequisite: As required by program

This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. **Competencies will be required.** This is a CORE course.

DMS 233 Sonography Lab I, 1 hour (0-2-0)

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

DMS 234 Sonography Lab II, 1 hour (0-2-0)

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on students' needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

DMS 240 Sonographic Principles and Instrumentation Seminar, 2 hours (2-0-0)

Prerequisite: As required by program

This course provides a review for SONOGRAPHY PRINCIPLES AND INSTRUMENTATION Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course.

DMS 241 Abdominal and OB/GYN Sonography Seminar II, 3 hours (3-0-0)

Prerequisite: As required by program

This course provides a review for the National Registry Exam. Topics include abdominal, superficial, gynecological, and obstetrical sonography. Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course.

DMS 250 Introduction to Advanced Sonography, 3 hours (3-0-0)

Prerequisite: As required by program

This course will introduce students to any of the following: pediatric, vascular, cardiac, neurology, interventional, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.

DMS 270 Intro to Cardiac Sonography, 3 hours (3-0-0)

This course will introduce the student to sonographic anatomy of the cardiovascular system of the human body, techniques and protocols for performing a diagnostic study of the cardiovascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will also be introduced the course.

DMS 260 Intro to Vascular Sonography, 3 hours (3-0-0)

Prerequisite: As required by program.

This course will introduce the student to sonographic anatomy of the vascular system of the human body, techniques and protocols for performing diagnostic studies of the vascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will be introduced in this course.

DIESEL & HEAVY EQUIPMENT MECHANICS

DEM 104 Basic Engines, 3 hours (1-6-0)

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

DEM 105 Preventive Maintenance, 3 hours (1-6-0)

This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

DEM 111 Equipment Safety/Mechanical Fundamentals, 3 hours (1-4-0)

This course provides instruction in the fundamentals of vehicle operation and safety when

basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

DEM 117 Diesel and Gas Tune-up, 3 hours (1-4-0)

This course introduces tune-up and troubleshooting according to manufacturer's specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

DEM 122 Heavy Vehicle Brakes, 3 hours (1-6-0)

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust and repair braking systems on medium and heavy vehicles.

DEM 123 Pneumatics and Hydraulics, 3 hours (1-4-0)

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.

DEM 124 Electronic Engine Systems, 3 hours (1-6-0)

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufactures' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

DEM 125 Heavy Vehicle Drive Trains, 3 hours (1-4-0)

This course introduces the operating principles of mechanical medium and heavy-duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

DEM 126 Advanced Engine Analysis, 3 hours (1-4-0)

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications.

DEM 127 Fuel Systems, 3 hours (1-6-0)

This course is designed to provide practice in troubleshooting, fault code diagnosis,

information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

DEM 130 Electrical/Electronic Fundamentals, 3 hours (1-4-0)

This course introduces the student to basic Electrical/Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which includes series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to the manufacturer's literature. CORE

DEM 135 Heavy Vehicle Steering & Suspension Systems, 3 hours (1-4-0)

This course introduces the theory and principles of medium and heavy-duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components and perform front and rear wheel alignments on medium and heavy-duty vehicles.

DEM 137 Heating, Air Conditioning, and Refrigeration Systems, 3 hours (1-6-0)

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

DEM 156 CDL License Test Preparation, 3 hours (3-0-0)

Prerequisite: Permission of instructor

This is a course designed to prepare students for the Alabama Commercial Driver's License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.

DEM 270 CNG/LPG/LNG Safety, 1 hour (1-0-1)

Prerequisite: As required by college.

This course provides specialized instruction on the safety issues, facility requirements and operational concerns with regard to CNG/LPG/LNG safety. Upon completion, students should be able to apply the safety principles learned to facility design and inspection as well as safe daily operations.

DEM 271 CNG/LPG/LNG Ignition Systems, 3 hours (1-6-0)

Prerequisite: DEM 270 CNG/LPG/LNG Safety

This course deals with unique CNG/LPG/LNG ignition systems with regard to their operation, troubleshooting and maintenance. Upon completion, students should be able to troubleshoot, adjust and repair CNG/LPG/LNG ignition systems on all sizes of vehicles.

DEM 272 CNG/LPG/LNG Fuel Systems, 3 hours (1-6-0)

Prerequisite: DEM 270 CNG/LPG/LNG Safety

This course deals with unique CNG/LPG/LNG fuel systems with regard to their operation, troubleshooting and maintenance. Upon completion, students should be able to troubleshoot, adjust and repair CNG/LPG/LNG fuel systems on all sizes of vehicles.

ECONOMICS

ECO 231 Principles of Macroeconomics, 3 hours (3-0-0)

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.

CODE A

ECO 232 Principles of Microeconomics, 3 hours (3-0-0)

This course is an introduction to the microeconomic theory, analysis, and policy applications. Topics include scarcity, the theories of consumer behavior, production and costs, various market structures, output and resource pricing, and other aspects of microeconomics. CODE A

EMERGENCY MEDICAL SERVICES

EMS 100 Cardiopulmonary Resuscitation – I, 1 hour (1-0-0)

Prerequisite: As required by program

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 103 First Aid/CPR, 1 hour (1-0-0)

Prerequisite: As required by program

This course provides a study of basic first aid and cardiopulmonary resuscitation (CPR). Students will be able to perform basic first aid and CPR techniques. Upon completion, the student will be eligible for CPR certification testing.

EMS 118 Emergency Medical Technician, 9 hours (6-6-0)

Prerequisite: As required by program

Corequisite: EMS 119 – Emergency Medical Technician Clinical

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. Special 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.

EMS 119 Emergency Medical Technician Clinical, 1 hour (0-0-3)

Prerequisite: As required by program

Corequisite: EMS 118 – Emergency Medical Technician

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.

EMS 155 Advanced Emergency Medical Technician, 7 hours (4-9-0)

Prerequisite: As required by program

Corequisite: EMS 156

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 AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who assess 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 NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

EMS 156 Advanced Emergency Medical Technician Clinical, 2 hours (0-0-6)

Prerequisite: As required by program

Corequisite: EMS 155

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.

EMS 241 Paramedic Cardiology, 3 hours (2-2-0)

Prerequisite: As required by program

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impression 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.

EMS 242 Paramedic Patient Assessment, 2 hours (1-3-0)

Prerequisite: As required by program

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.

EMS 243 Paramedic Pharmacology, 1 hour (0-2-0)

Prerequisite: As required by program

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

EMS 244 Paramedic Clinical I, 1 hour (0-3-0)

Prerequisite: As required by program

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.

EMS 245 Paramedic Medical Emergencies, 3 hours (2-2-0)

Prerequisite: As required by program

This course relates pathophysiology and assessment findings to the formulation of field impression 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.

EMS 246 Paramedic Trauma Management, 3 hours (2-2-0)

Prerequisite: As required by program

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.

EMS 247 Paramedic Special Populations, 2 hours

(1-2-0)

Prerequisite: As required by program.

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.

EMS 248 Paramedic Clinical II, 3 hours

(0-0-9)

Prerequisite: As required by program

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, 246, and 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.

EMS 253 Paramedic Transition to the Workforce, 2 hours

(1-2-0)

Prerequisite: As required by program

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.

EMS 254 Advanced Competencies for Paramedic, 2 hours

(1-2-0)

Prerequisite: As required by program

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.

EMS 255 Paramedic Field Preceptorship, 5 hours

(0-0-15)

Prerequisite: As required by program.

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 240, 241, 242, 243, 244, 245, 246, 247, and 248.

EMS 256 Paramedic Team Leadership, 1 hour**(0-0-3)**

Prerequisite: As required by program

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.

ENGLISH

English Placement Policy:

- Placement into ENG 101
 - ACT English sub-score of 18 or above, or
 - HS GPA of 2.75 or higher and A or B grade in English IV, or
 - WritePlacer (ACCUPLACER) score of 5
- Placement into ENG 101 and ENG 099
 - ACT English sub-score of 17, or
 - HS GPA of 2.75 or higher and grade of C in English IV, or
 - WritePlacer (ACCUPLACER) score of 4
- Placement into ENR 098
 - WritePlacer (ACCUPLACER) score of 3 or below

GED Pathway

Note that effective June 7, 2019, an additional Pathway has been created for GED students. Any student scoring 165 or higher on the GED *College Ready* exam is hereby allowed to enroll in gateway courses, ENG 101. The student does NOT take ENG 099 unless the student voluntarily chooses to do so.

COM 100 Introductory Technical English I, 3 hours**(3-0-0)****(Institutional Credit Only)**

Prerequisite: Satisfactory placement score

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. Non-degree creditable.

ENR 098 Writing and Reading for College (Institutional Credit only), 4 hours**(4-0-0)**

Prerequisite: None

Corequisite: None

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. This course may include a one-hour lab component.

ENG 099 Introduction to College Writing (Institutional Credit only), 1 hour (1-0-0)

Prerequisite: None

Corequisite: ENG 101

This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complimentary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

ENG 101 English Composition I, 3 hours (3-0-0)

Prerequisite: Successful completion of ENR 098, or a score of 18 or above on the ACT (or equivalent SAT score), or appropriate placement.

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, 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 and information literacy. CODE A

ENG 102 English Composition II, 3 hours (3-0-0)

Prerequisite: A grade of "C" or better in ENG 101 or the equivalent.

English Composition II provides continued instruction and practice in the writing of at least four extended compositions of which at least one 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 and information literacy. CODE A

ENG 251 American Literature I, 3 hours (3-0-0)

Prerequisite: ENG 102 or equivalent

This course is a survey of American literature from its beginnings to the mid-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. CODE A

ENG 252 American Literature II, 3 hours (3-0-0)

Prerequisite: ENG 102 or equivalent

This course is a survey of American literature from the mid-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. CODE A

ENG 261 English Literature I, 3 hours**(3-0-0)***Prerequisite:* ENG 102 or equivalent

This course is a survey of English/British literature from its inception to the end of the eighteenth 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. CODE A

ENG 262 English Literature II, 3 hours**(3-0-0)***Prerequisite:* ENG 102 or equivalent.

This course is a survey of English/British literature from the late eighteenth 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. CODE A

ENG 271 World Literature, 3 hours**(3-0-0)***Prerequisite:* ENG 102 or equivalent

This course is a survey of world literature from its inception to the mid-seventeenth 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. CODE A

ENG 272 World Literature II, 3 hours**(3-0-0)***Prerequisite:* ENG 102 or equivalent

This course is a survey of world literature from the mid-seventeenth century 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. CODE A

FORESTRY

FOR 100 Introduction to Forestry, 4 hours**(3-3-0)**

This course provides a historical overview of forestry and forestry practices. Emphasis is placed on forest policies, career opportunities, basic silvicultural and mensurational practices and forest protection. The student should be able to make basic tree measurements, identify local tree species, and recognize best management practices in Alabama.

FOR 101 Cartography, 3 hours**(2-3-0)**

This course focuses on mapping as related to the forestry industry. Topics include county soil surveys, Public Land Survey System, map symbols, scales, declination, and use of staff compass, steel tape, and Abney level. Upon completion, students should have a working knowledge of maps to include GPS and basic GIS applications.

FOR 120 Timber Harvesting, 3 hours**(2-3-0)**

This course is a study of timber harvesting methods and equipment. Emphasis is placed on harvesting methods, laws and environmental regulations. Upon completion, students should

be able to demonstrate a basic knowledge of timber harvesting, and best management practices to include a general knowledge of sustainable forestry initiatives.

FOR 130 Forestry Mathematics, 3 hours (3-0-0)

This course covers basic mathematical concepts relative to future forestry courses. Topics included are ratios, percentages, functions, linear equations, graphing, trigonometric functions, finance and basic statistics. Upon completion, students should be able to apply basic finance and statistical principles to forestry problems, interpret graphical data, and set up and solve ratio and proportion problems.

FOR 210 Dendrology, 4 hours (3-3-0)

This course includes the field identification and study of scientific names, common names, tree growth habits, principal botanical features, and natural ranges of regionally-important trees. Topics include botanical terms, botanical features, species/site relationships, growth habits, common and scientific names, and dichotomous keys. Upon completion of this course, the student should be able to identify approximately 100 trees and shrubs, describe range and habitats for trees, and identify trees by scientific, family, and common names.

FOR 240 Silviculture, 4 hours (3-3-0)

This course is an introduction to silvicultural practices in the United States, especially those used in the southeastern United States. Emphasis is placed on regeneration methods and intermediate treatments of southern pines and hardwoods. Upon completion, students should be familiar with even-aged and uneven-aged regeneration methods, nursery operations, intermediate cuttings, planting, seedling care, competition control, and stocking levels related to southern pine and hardwood species.

FOR 241 Forest Wildlife Management, 3 hours (3-0-0)

Principles, practices, and problems of forest wildlife management with emphasis on habitat management at the stand and landscape levels. Habitat manipulations through silvicultural practices in association with other techniques are evaluated.

FOR 256 Forestry Research and Management, 4 hours (3-3-0)

Prerequisite: Permission of instructor

This course provides an overview of current research and forest management practices that occur in the local area. Emphasis is placed on tree species and common forest management practices in the southeast. Upon completion, students should be able to recognize current site preparation, cutting practices, and silvicultural practices used in the southeastern United States and have a general knowledge of seed orchard and nursery operations.

FOR 261 Forestry Co-op Experience I, 3 hours (0-15-0)

Prerequisite: Permission of instructor.

Provides entry-level work experience with firms or companies, non-governmental organizations, government agencies and other relevant entities in forestry field operations, forest products manufacturing or work related to these areas. Normally undertaken during the summer months on a full-time basis but can occur any term. Students are required to work a minimum of 15 hours a week. (Can be substituted for FOR101, 120, 130)

- FOR 262 Forestry Co-op Experience II, 4 hours (0-20-0)**
Provides intermediate-level work experience with firms or companies, non-governmental organizations, government agencies and other relevant entities in forestry field operations, forest products manufacturing or work related to these areas. Students will analyze and apply knowledge learned from FOR261. Normally undertaken during the summer months on a full-time basis but can occur any term. Students are required to work a minimum of 20 hours a week. (Can be substituted for FOR256 or 281.)
- FOR 263 Forestry Co-op Experience III, 4 hours (0-20-0)**
Provides advance-level work experience with firms or companies, non-governmental organizations, government agencies and other relevant entities in forestry operations, forest products manufacturing or work related to these areas. In this course, students will apply knowledge learned in FOR262 to interpret, summarize and create original work. Normally undertaken during summer months on a full-time basis but can occur any term. Students are required to work a minimum of 20 hours a week. (Can be substituted for FOR266 or 282.)
- FOR 266 Forest Management Practices, 4 hours (3-3-0)**
This course deals with the preparation of written forest management plans. Topics include stand mapping, timber inventory, stand descriptions and recommendations, and the planning of silvicultural activities to assist the landowner in meeting his/her objectives.
- FOR 270 Forest Fire Control/Use, 4 hours (3-3-0)**
This is a study of forest fire behavior, wildfire suppression, control organizations, and use of fire as a forest management tool. Topics include types of fire, benefits of fire, fire adapted ecosystems, prescribed fire techniques, wildfire control, smoke management, and fire plan preparation. Upon completion of this course, the student should be able to identify fuel types, estimate fuel volume, demonstrate the use of firefighting equipment, develop a burning plan and be familiar with weather conditions and how they influence fire behavior.
- FOR 281 Forest Mensuration, 4 hours (3-3-0)**
This course is a study of basic forest measurements. Topics include public land subdivision, cubic volume, board feet, volume tables, specialty products, simple statistics, and plot, strip, and variable timber and cruising methods. Upon completion, students should be able to locate property based on legal descriptions, select appropriate volume tables for specific product classes, and summarize field data using fixed area or variable plot data.
- FOR 282 Advanced Forest Mensuration, 4 hours (3-3-0)**
Prerequisite: FOR 281
This course is designed to improve the cruising skills of the students. Emphasis is placed on line-plot, strip and variable plot cruising methods. Upon completion, students should be able to establish base lines, run offsets, map, collect and summarize field data, and construct stands and stock tables.
- FOR 285 Forest Entomology and Pathology, 4 hours (3-3-0)**
This course provides the student with basic knowledge of forest insects and diseases.

Emphasis is placed on identification, life cycles, damage, and control of major forest insects and disease pests of the southeastern United States. Upon completion, students should be able to identify major forest insects and diseases including life cycles and damage to host plants.

GEOGRAPHY

GEO 100 World Regional Geography, 3 hours (3-0-0)

This course uses spatial analysis to survey major regions of the world with respect to location, climate, landforms, demographics, economy, politics, and culture. CODE A

HEALTH EDUCATION

HED 224 Personal and Community Health, 3 hours (3-0-0)

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. CODE B

HEALTH SCIENCES

HPS 105 Medical Terminology, 3 hours (2-1-0)

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

HISTORY

HIS 101 Western Civilization I, 3 hours (3-0-0)

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. CODE A

HIS 102 Western Civilization II, 3 hours (3-0-0)

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. CODE A

HIS 201 United States History I, 3 hours (3-0-0)

This course surveys United States history from the pre-Columbian period to the Civil War era. CODE A

HIS 202 United States History II, 3 hours (3-0-0)

This course surveys United States history from the Civil War era to the Modern era. CODE A

HOME ECONOMICS

HEC 140 Principles of Nutrition, 3 hours (3-0-0)

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. CODE B

HORTICULTURE

HOR 110 Introduction to Horticulture, 3 hours (3-0-0)

(HOR 110 is transferrable only to Auburn University Department of Horticulture as part of a Transfer Recruitment Agreement)

This course provides students with foundational knowledge relative to the horticulture profession. Specific topics include information regarding the horticulture industry, safety practices, basic botany and general plant care and culture.

HUMANITIES

HUM 101 Introduction to Humanities I, 3 hours (3-0-0)

This course is an interdisciplinary study which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. CODE A

HUM 102 Introduction to Humanities II, 3 hours (3-0-0)

This course is an interdisciplinary study which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. CODE A

HUM 299-01 PTK Honors I, 1 hour (1-0-1)

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 up to a total of 2 hours of credit. CODE A

HUM 299-02 PTK Honors II, 1 hour (1-0-1)

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 up to a total of 3 hours of credit. CODE A

HUM 299-03 PTK Honors III, 1 hour**(1-0-1)**

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 up to a total of 3 hours of credit. CODE A

INTERDISCIPLINARY STUDIES/HONORS**IDS 102 Ethics, 3 hours****(3-0-3)**

This course introduces the student to basic concepts, types, and schools of moral theory, and illustrates how these may be applied to contemporary moral problems and ethical questions in academic, professional, and social endeavors. CODE A

INDUSTRIAL ELECTRONICS**ILT 109 Electrical Blueprint Reading I, 3 hours****(3-0-0)**

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architecture drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

ILT 117 Principles of Construction Wiring, 3 hours**(1-4-0)**

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial, and industrial applications.

ILT 160 DC Fundamentals, 3 hours**(1-4-0)**

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

ILT 161 AC Fundamentals, 3 hours**(1-4-0)**

This course is designed to provide students with a working knowledge of basic direct alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit

configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

ILT 162 Solid State Fundamentals, 3 hours (1-4-0)

This course provides instruction in basic solid state theory beginning with atomic structure and includes devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, 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. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. 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. This is a **CORE** course.

ILT 163 Digital Fundamentals, 3 hours (1-4-0)

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. 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.

ILT 164 Circuit Fabrication I, 1 hour (0-2-0)

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

ILT 166 Motors and Transformers I, 3 hours (2-2-0)

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables to test motors, transformer types and testing for input and output voltage. Upon completion, students should be able to test motors, transformer types, and testing for input and output voltage.

ILT 169 Hydraulics/Pneumatics, 3 hours (2-2-0)

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

ILT 170 Components of Material Handling, 3 hours (2-2-0)

This course focuses on the different modes of handling manufactured goods or products. Topics include the installation, operation, and maintenance of the material handling process components. Emphasis is placed on determining control limits, performing scheduled maintenance, and trouble shooting performance or function failures. Upon completion, students should be able to install, operate, monitor, and troubleshoot a simulated material handling system.

ILT 194 Introduction to Programmable Logic Controllers, 3 hours (2-2-0)

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, installations, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

ILT 196 Advanced Programmable Logic Controllers, 3 hours (2-2-0)

This course includes the advanced principles 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.

ILT 209 Motor Controls I, 3 hours (1-4-0)

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, pushbutton 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 pushbutton stations and understand complex motor control diagrams.

ILT 216 Industrial Robotics, 3 hours (3-0-0)

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

ILT 238 Network Cable-Fiber Optic, 2 hours (1-2-0)

This course involves presentations, discussions and live simulations of work related

experiences involved in data, voice, and video network infrastructure. Students learn to terminate, test, troubleshoot, and install various fiber optic cabling systems. This course helps students prepare for certifications as certified Network Cabling Specialists.

ILT 269 Introduction to Networking, 3 hours

(3-0-0)

This course is a study of the basic concepts of LAN and WAN. Topics include topologies, media, computer hardware and software used in networking. Network administrative procedures and security techniques will be introduced and observed.

INT 112 Industrial Maintenance Safety Procedures, 3 hours

(3-0-0)

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

INT 128 Principles of Industrial Environmental Controls, 3 hours

(2-2-0)

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination.

ELT 213 Industrial Equipment, 3 hours

(2-2-0)

This course is designed to give a general overview of the different types of equipment used in large commercial and industrial facilities. Topics covered include, but are not limited to the following: motor coupling and alignment, gears and pulleys, belts and chains, basic hydraulics, basic pneumatics, and other applications. The students will learn the techniques involved with each application and, where applicable, demonstrate their abilities with practical examples.

MATHEMATICS

Mathematics Placement Criteria

- Placement into MTH 125
 - ACT math sub-score of 20 or higher and high school Pre-Calculus or Calculus with a grade of C or higher.
 - Placement into MTH 113
 - ACT math sub-score of 20 or higher and high school Algebra II with a grade of C or higher.
 - Placement into MTH 112
 - ACT math sub-score of 20 or higher and high school Algebra II with a grade of C
- OR**

- Accuplacer Quantitative math score of 267-300
- Placement into MTH 100 or MTH 110 or MTH 112/MTH 111
 - ACT math sub-score of 18 or 19, **OR**
 - Cumulative HS GPA of 2.75 or higher and a grade of B or higher in Algebra II, **OR**
 - Accuplacer Quantitative math score of 253-266
- Placement into MTH 100/MTH 099 or MTH 110/MTH 109
 - ACT math sub-score of 17, **OR**
 - Cumulative HS GPA of 2.75 or higher and a grade of C in Algebra II, **OR**
 - Accuplacer Quantitative math score of 243-252

Advisors Must Verify

- Only ACT subject matter examinations are used for placement purposes. Composite ACT scores MAY NOT be used for placement in math and English courses.
- Placement scores were earned within five years of placement determination

GED Pathway

Note that effective June 7, 2019, an additional Pathway has been created for GED students. Any student scoring 165 or higher on the GED *College Ready* exam is hereby allowed to enroll in gateway courses, MTH 100 and ENG 101. The student does NOT take MTH 099 or ENG 099 unless the student voluntarily chooses to do so.

Exit Criteria for Developmental Mathematics

To successfully exit developmental math courses, students must earn a minimum grade of 70 percent or higher.

MAH 101 Introductory Mathematics I, 3 hours

(3-0-0)

Prerequisite: Satisfactory placement score

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. Non-degree creditable

MTH 098 Elementary Algebra (Institutional Credit only), 4 hours

(3-0-0)

Prerequisite: None

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.

MTH 099 Support for Intermediate College Algebra (Institutional Credit only), 1 hour

Prerequisite: Appropriate mathematics placement score or MTH 098 Elementary Algebra (Note: Math 099 is required for students completing MTH 098 Elementary Algebra.)

Corequisite: MTH 100 Intermediate College Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. CODE C

MTH 100 Intermediate College Algebra, 3 hours (3-0-0)

Prerequisite: Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score

Corequisite: MTH 099 Support for Intermediate College Algebra OR other mandatory support if required. (Note: Math 099 or other mandatory support is required for students completing MTH 098 Elementary 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 introduced and graphed. This course does not apply toward the general core requirement for mathematics. CODE B

MTH 109 Support for Finite Mathematics, 1 hour

Prerequisite: Appropriate mathematics placement score or grade of C or higher in MTH 098 Elementary Algebra. (Note that MTH 109 is required for students moving directly from MTH 098 Elementary Algebra to MTH 110.)

Corequisite: MTH 110 Finite Mathematics

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics. CODE C

MTH 110 Finite Mathematics, 3 hours (3-0-0)

Prerequisite: Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

Corequisite: MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 is required for students moving directly from MTH 098 Elementary Algebra to MTH110).

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. CODE A

MTH 111 Support for Precalculus Algebra, 1 hour

Prerequisite: Appropriate mathematics placement score or MTH 100 Intermediate College Algebra.

Corequisite: MTH 112 Precalculus Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics. CODE C

MTH 112 Precalculus Algebra, 3 hours (3-0-0)

Prerequisite: Successful completion of MTH 100 Intermediate College Algebra with a grade of C or higher or appropriate placement.

Corequisite: MTH 111 Support for Precalculus Algebra, if required.

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. CODE A

MTH 113 Precalculus Trigonometry, 3 hours (3-0-0)

Prerequisite: Grade of C or higher in MTH 112 or appropriate placement score.

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. CODE A

MTH 116 Mathematical Applications, 3 hours (3-0-0)

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. This course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving. CODE C

MTH 125 Calculus I, 4 hours (4-0-0)

Prerequisite: Grade of C or higher in MTH 113 or MTH 115 or appropriate placement score.

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. CODE A

MTH 126 Calculus II, 4 hours (4-0-0)

Prerequisite: Grade of "C" or higher in MTH 125

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. CODE A

MTH 227 Calculus III, 4 hours (4-0-0)

Prerequisite: Grade of "C" or higher in MTH 126

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). CODE A

MTH 231 Math for the Elementary Teacher I, 3 hours (3-0-0)

Prerequisite: Grade of C or higher in MTH100 or higher, or appropriate mathematics placement score

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. CODE B

MTH 232 Math for the Elementary Teacher II, 3 hours (3-0-0)

Prerequisite: Grade of C or higher in MTH100 or higher, or appropriate mathematics placement score

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. CODE B

MTH 238 Applied Differential Equations I, 3 hours (3-0-0)

Corequisite or Prerequisite: MTH 227

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equation analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. CODE A

MTH 246 Mathematics of Finance, 3 hours (3-0-0)

Prerequisite: MTH 092 or MTH 098 or appropriate mathematics placement score

This course explores mathematical applications relevant to business practices. Types covered include simple and compound interest, credits, trade and bank discounts, annuities, amortization, depreciation, stocks and bonds, insurance, capitalization, and perpetuities. This course does not meet the general core requirements for mathematics. CODE C

MTH 265 Elementary Statistics, 3 hours**(3-0-0)**

Prerequisite: Grade of C or higher in MTH100 or appropriate placement score.

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. CODE A

MEDICAL OFFICE ADMINISTRATION**OAD 101 Beginning Keyboarding, 3 hours****(3-0-0)**

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 techniques 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. CODE C

OAD 103 Intermediate Keyboarding, 3 hours**(3-0-0)**

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. This is a **CORE** course. CODE C

OAD 104 Advanced Keyboarding, 3 hours**(3-0-0)**

Prerequisite: OAD 101 or permission of instructor

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. CODE C

OAD 125 Word Processing, 3 hours**(3-0-0)**

Prerequisite: OAD 101 or permission of instructor

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. CODE C

OAD 133 Business Communications, 3 hours**(3-0-0)**

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. CODE C

OAD 134 Career & Professional Development, 3 hours (3-0-0)

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment. CODE C

OAD 135 Financial Record Keeping, 3 hours (3-0-0)

This course is designed to provide the student with an understanding of 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. CODE C

OAD 137 Computerized Financial Record Keeping, 3 hours (3-0-0)

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. CODE C

OAD 138 Records/Information Management, 3 hours (3-0-0)

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 forms. Upon completion, the student should be able to perform basic filing procedures. CODE C

OAD 214 Medical Office Procedures, 3 hours (3-0-0)

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. CODE C

OAD 215 Health Information Management, 3 hours (3-0-0)

This course is designed to promote an understanding of the structure, analysis and management of medical records. Emphasis is on managing medical records 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. CODE C

OAD 233 Trends in Office Technology, 3 hours (3-0-0)

This course is designed to research current trends in office technology. Emphasis is placed 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.

OAD 242 Office Internship, 3 hours (0-0-15)

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. CODE C

OAD 243 Spreadsheet Applications, 3 hours (3-0-0)

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. CODE C

MSSC CERTIFIED PRODUCTION TECHNICIAN

WKO 131 MSSC Safety Course, 3 hours (3-0-0)

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Course objectives are: work in a safe and productive manufacturing workplace; perform safety and environment inspections; perform emergency drills and participate in emergency teams; identify unsafe conditions and take corrective action; provide safety orientation for all employees; train personnel to use equipment safely; suggest process and procedures that support safety of work environment; fulfill safety and health requirements for maintenance, installation and repair; monitor safe equipment and operator performance; and utilize effective, safety-enhancing workplace practices. This course is equivalent to AUT 102. Students successfully completing this course and passing the certification exam will receive an MSSC certificate in Safety. Students successfully completing courses WKO 131, 132, 133, and 134 and passing all certifications exams will receive the Certified Production Technician credential.

WKO 132 MSSC Quality Practices and Measurement Course, 3 hours (3-0-0)

Prerequisite: WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Course objectives are: participate in periodic internal quality audit activities; check calibration of gages and other data collection equipment; suggest continuous improvements; inspect materials and product/process at all stages to ensure they meet specifications; document the results of

quality problems; communicate quality problems; take corrective actions to restore or maintain quality; record process outcomes and trends; identify fundamentals of blueprint reading; use common measurement systems and precision measurement tools. This course is equivalent to ADM 106. Students successfully completing this course and passing the certification exam will receive an MSSC certificate in quality practices and measurement. Students completing courses WKO 131, 132, 133, and 134 will receive the Certified Production Technician credential.

WKO 133 MSSC Manufacturing Processes and Production Course, 3 hours (3-0-0)

Prerequisite: WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Course objectives are: Identify customer needs; determine resources available for the production process; set up equipment for the production process; set team production goals, make job assignments; coordinate work flow with team members and other work groups; communicate production and material requirements and product specifications; preform and monitor the process to make the product; document product and process compliance with customer requirements; prepare final product for shipping or distribution. This course is equivalent to AUT 144. Students successfully completing this course will receive an MSSC certificate in manufacturing processes and production. Students successfully completing this course and passing the certification exam will receive an MSSC certificate in manufacturing processes and production. Students completing courses WKO 131, 132 133, and 134 will receive the Certified Production Technician credential.

WKO 134 MSSC Maintenance Awareness Course, 3 hours (3-0-0)

Prerequisite: WKO 131 MSSC Safety Course

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: Prepare preventative maintenance and routine repair; monitor indicators to ensure correct operations; perform all housekeeping to maintain production schedule; recognize potential maintenance issues with basic production systems included knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems and bearing and couplings. This course is equivalent to MET 220. Students completing courses WKO 131, 132 133, and 134 will receive the Certified Production Technician credential.

MUSIC, APPLIED, PRIVATE LESSONS

Applied private instruction is available to students who wish to major or minor in music. Students who wish to study for cultural enrichment and general knowledge may take private instruction for elective credit when available on a first come/first serve basis. A minimum of five hours of practice time outside of class is required each week for each hour of credit. Instrumental and vocal majors will be expected to develop considerable keyboard skills.

The number of applied credit hours to be transferred and the level of attainment will be

determined by the standards required by the institution to which the student is transferring.

MUS 101 Music Appreciation, 3 hours (3-0-0)

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music. Code A

MUS 111 Music Theory I, 4 hours (2-2-0)

Prerequisite: MUS 110 or suitable placement score or Permission of instructor

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. Code B

MUS 112 Music Theory II, 1 hour (2-2-0)

Prerequisite: MUS 111

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. Code B

MUS 211 Music Theory III, 4 hours (1-4-0)

Prerequisite: MUS 112

This course introduces the student to the chromatic harmonic practices in the Common Practice Period and beyond. Topics include secondary functions, modulatory techniques and formal analysis. Code C

MUS 212 Music Theory IV, 1 hour (1-4-0)

Prerequisite: MUS 211

This course completes the study of chromatic harmonic practices in the Common Practice Period and beyond. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth century tonal harmony and contemporary practices and forms. Code C

MUL Class Performance Instruction

MUL 111-112; Class Voice I, II, III, IV, 1 hour each (0-2-0)

Group Instruction is available in voice 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 and knowledge of music fundamentals. Code C

MUL 170 Music Workshop I (Vocal), 1 hour (0-2-0)

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. Code C

MUL 171 Music Workshop II (Instruments), 1 hour (0-2-0)

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. Code C

MUL 172-173, 272-273 Musical Theatre Workshop I, II, III, IV, 1 hour each (0-2-0)

Prerequisite: Permission of instructor

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. Code C

MUL Music Ensembles (See following course lists)

Prerequisite: Permission of instructor/Audition required.

MUL 184-185; 284-285 Jazz/Show Choir I, II, III, IV, 1 hour each (0-2-0)

The musical ensemble courses provide 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. Students will be expected to participate in performances presented by the ensemble. Code B

MUL 196-197; 296-297 Jazz/Show Band I, II, III, IV, 1 hour each (0-2-0)

The musical ensemble courses provide 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. Students will be expected to participate in performances presented by the ensemble. Code B

MUP (See following course lists) Individual Performance Instruction

MUP 101-102; 201-202 Private Piano I, II, III, IV, 1 hour each (0-2-0)

MUP 111-112; 211-212 Private Voice I, II, III, IV, 1 hour each (0-2-0)

Prerequisite: Permission of instructor.

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. Students should expect to perform assigned repertoire and technical studies in an appropriate performance evaluation setting. Code B

NURSE ASSISTANT/AIDE

***NAS 100 Long Term Care Nursing Assistant, 4 credit hours (3-0-3)**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

*NAS100 is a stand-alone course and does not lead to a degree or certificate at LBWCC.

NURSING

NUR 112 Fundamental Concepts of Nursing, 7 credit hours (4-2-1)

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.

NUR 113 Nursing Concepts I, 8 credit hours (4-1-3)

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.

NUR 114 Nursing Concepts II, 8 credit hours (5-0-3)

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.

NUR 115 Evidence Based Clinical Reasoning, 2 credit hours (1-0-1)

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.

NUR 209 Concepts for Healthcare Transition Students, 10 credit hours (6-3-9)

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 providing in a family and community context for a variety of health alterations across the lifespan.

NUR 211 Advanced Nursing Concepts, 7 credit hours (4-0-3)

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.

NUR 221 Advanced Evidence Based Clinical Reasoning, 7 credit hours (3-0-4)

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 sys

ORIENTATION

ORI 101 Orientation to College, 1 hour (1-0-0)

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.

Orientation will be waived for students who have earned an Associate Degree or higher.

ORT 111 Working Students Success, 1 hour (1-0-0)

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, communication, child care provisions, college support system, managing work and study conflicts, and advisor contact process. Upon completion, students should be able to function effectively within the college environment to meet their educational and work objectives.

Orientation will be waived for students who have earned an Associate Degree or higher.

PHYSICAL EDUCATION

PED 100 Fundamentals of Fitness, 3 hours (3-0-3)

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. CODE B

PED 103 Weight Training (Beginning) 1 hour (0-2-0)

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. CODE C

PED 104 Weight Training (Intermediate), 1 hour (0-2-0)

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. CODE C

PED 106 Aerobics, 1 hour (0-2-0)

This course introduces a program of cardiovascular fitness, involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. CODE C

PED 107 Aerobics Dance (Beginning), 1 hour (0-2-0)

Prerequisite: PED 106 or permission of instructor

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. CODE C

PED 108 Aerobics Dance (Intermediate), 1 hour (0-2-0)

Prerequisite: PED 107 or permission of instructor

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, students should be able to participate in and design an aerobics routine. CODE C

PED 118 General Conditioning (Beginning), 1 hour (0-2-0)

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging personalized physical fitness and conditioning program. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. CODE C

PED 119 General Conditioning (Intermediate), 1 hour (0-2-0)

Prerequisite: PED 118 or permission of instructor

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. CODE C

PED 153 Karate (Beginning), 1 hour (0-2-0)

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and

etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. CODE C

PED 154 Karate (Intermediate), 1 hour (0-2-0)

Prerequisite: PED 153.

This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. CODE C

PED 171 Basketball (Beginning), 1 hour (0-2-0)

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 able to participate in recreational basketball. CODE C

PED 188 Yoga, 1 hour (0-2-0)

This course introduces basic instructions 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. CODE C

PED 248 Varsity Basketball I, 1 hour (0-2-0)

Prerequisite: As required by program

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. CODE C

PED 249 Varsity Basketball II, 1 hour (0-2-0)

Prerequisite: As required by program

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball. CODE C

PED 252 Varsity Baseball, 1 hour (0-2-0)

Prerequisite: Permission of instructor

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.

PED 253 Varsity Golf, 1 hour (0-2-0)

Prerequisite: Permission of instructor.

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.

- PED 254 Varsity Softball, 1 hour** (0-2-0)
Prerequisite: Permission of instructor
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. CODE C
- PED 258 *Varsity Volleyball , 1 hour** (0-2-0)
Prerequisite: Permission of instructor
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. CODE C
- PED 259 Varsity Cross Country I, 1 hour** (0-2-0)
Prerequisite: Permission of instructor.
This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.
- PED 261 * Varsity Baseball II, 1 hour** (0-2-0)
Prerequisite: As required by program
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level. CODE C
- PED 265 Aikido, 1 hour** (0-2-0)
This course is an introduction to a traditional Japanese martial art based on blending with and redirecting an attacker's energy, utilizing wrist locking, throwing, and immobilization techniques. Falling, rolling, stretching, and relaxation exercises, as well as history and philosophy are included. Students will gain self-defense skills, mental focus, and self-confidence. CODE C
- PED 266 Intermediate Aikido, 1 hour** (0-2-0)
Prerequisite: PED 265 – Aikido or as required by program
This course continues the development of basic Aikido skills and knowledge. Additional techniques are introduced and practiced. Emphasis is placed on developing effective technique in a mutually supportive, noncompetitive environment. CODE C
- PED 267 Advanced Aikido, 1 hour** (0-2-0)
Prerequisite: PED 266 – Intermediate Aikido or as required by program
Previously acquired Aikido skills are further honed and advanced techniques introduced in this course. As students progress in Aikido, increasing emphasis is placed on refinement of their own mental and physical proficiency, as well as assisting newer students. CODE C
- PED 268 Varsity Golf II, 1 hour** (0-2-0)

Prerequisite: Permission of instructor.

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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

PED 271 Varsity Softball II, 1 hour (0-2-0)

Prerequisite: As required by program

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball. CODE C

PED 283 Varsity Volleyball II, 1 hour (0-2-0)

Prerequisite: As required by program

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive volleyball. CODE C

PED 286 Varsity Cross Country II, 1 hour (0-2-0)

Prerequisite: Permission of instructor.

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive cross country.

PHYSICAL SCIENCE

PHS 111 Physical Science I, 4 hours (3-2-0)

Prerequisite: As required by program

This course provides an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. CODE A

PHS 112 Physical Science II, 4 hours (3-2-0)

Prerequisite: As required by program

This course provides an introduction to the basic principles of chemistry and physics. Laboratory is required. CODE A

PHYSICAL THERAPIST ASSISTANT

PTA 100 Introduction to Physical Therapy, 2 hours (2-0-0)

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment.

PTA 200 Physical Therapy Issues and Trends, 2 hours (2-0-0)

This is an introductory course to the trends and issues in physical therapy. Emphasis is placed on areas such as history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, the student should be able to discuss trends and issues relevant to physical therapy. CORE

PTA 201 Physical Therapist Assistant Seminar, 2 hours (2-0-0)

This course is a continuing study of issues and trends in physical therapy practice. Emphasis is placed on issues such as licensure, job skills, board exam review, practitioner roles, legal and ethical issues. Upon completion, the student should have acquired necessary skills for transition from student to practitioner. CORE

PTA 202 PTA Communication Skills, 2 hours (2-0-0)

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, students should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers.

PTA 220 Functional Anatomy Kinesiology, 3 hours (3-0-0)

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. CORE

PTA 221 Kinesiology Lab, 1 hour (0-2-0)

This laboratory course allows for hands-on appreciation of functional anatomy and kinesiology. Emphasis may include muscle and joint function, ROM/strength testing, palpation skills and exercise concepts. Upon completion, the student should be able to integrate content areas into an understanding of normal gait posture and movement patterns.

PTA 230 Neuroscience, 2 hours (2-0-0)

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, and neurologic dysfunction. Upon completion of this course, the student should be able to identify and discuss specific neuroanatomical structures, basic functions of the nervous system, concepts of human growth and development, and identify neurologic pathologies. CORE

- PTA 231 Rehabilitation Techniques, 2 hours (0-4-0)**
This course allows for hands on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic and neurologic treatment techniques, therapeutic exercise procedures and analysis and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions. CORE
- PTA 240 Physical Disabilities I, 2 hours (2-0-0)**
This course presents the student with a body systems approach to the etiology, pathology, signs/symptoms and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options and prognoses of conditions studied. CORE
- PTA 241 Physical Disabilities II, 2 hours (2-0-0)**
This course continues a body systems approach to study of common PT pathologies. Emphasis includes various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to discuss PT interventions appropriate to a variety of diagnoses. CORE
- PTA 250 Therapeutic Procedures I, 4 hours (2-4-0)**
This laboratory course provides a hands on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. CORE
- PTA 251 Therapeutic Procedures II, 4 hours (2-4-0)**
This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each. CORE
- PTA 253 Therapeutic Procedures III, 4 hours (2-4-0)**
This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on specialized physical therapy interventions and procedures and their rationale. Upon completion, the student would be able to demonstrate safe and effective delivery with an in-depth understanding of each.
- PTA 266 Clinical Fieldwork I, 2 hours (0-0-10)**
This clinical class will provide an intensive and extended clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom.

PTA 267 Clinical Fieldwork II, 2 hours**(0-0-10)**

This clinical class is a continuation of PTA 266 and will provide clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student and course coordinator. The student will safely and effectively apply procedures and techniques previously attained in the classroom.

PTA 268 Clinical Practicum, 5 hours**(0-0-25)**

This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instruction. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion of this course, the student should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant.

PTA 293 Directed Study for PTA, 1 hour**(1-0-0)**

This course is designed to increase the opportunity for exploring, reading, and reporting on specific topics related to the field of physical therapy. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor. (Course is used for Program readmission purposes only.)

PHYSICS

PHY 112 Principles of Physics, 2 hours**(2-0-0)**

Prerequisite: MTH 100

This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real world applications. To prepare the student to understand electricity and magnetism, additional topics include forces, work, energy, power, sound and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers. CODE A

PHY 201 General Physics I - Trigonometry Based, 4 hours**(3-2-0)**

Prerequisite: MTH 113 or equivalent

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include kinematics, Newton's laws of motion, conservation of momentum and energy, and the laws of thermodynamics. The contributions of physics to modern technology and society are considered. Laboratory is required. CODE A

PHY 202 General Physics II - Trigonometry Based, 4 hours**3-2-0)**

Prerequisite: PHY 201.

This continuation is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave mechanics, electromagnetism, light, and optics. Laboratory is required. CODE A

PHY 213 General Physics with Calculus I, 4 hours (3-2-0)

Prerequisite: MTH 125 and/or as required by programs

This course is the first course in a two-part sequence of the calculus-based study of classical physics. Topics include kinematics, Newtonian Mechanics, the conservation of momentum and energy, and thermodynamics. Laboratory is required. CODE A

PHY 214 General Physics with Calculus II, 4 hours (3-2-0)

Prerequisite: PHY 213

This course is the second course in a two-part sequence of the calculus-based study of classical physics. Topics include electromagnetism, light, and optics. Laboratory is required. CODE A

POLITICAL SCIENCE

POL 211 American National Government, 3 hours (3-0-0)

This course surveys the background, constitutional principles, organization, competing ideologies, and operation of the American political system. Emphasis will be placed on the U.S. Constitution. CODE A

PSYCHOLOGY

PSY 200 General Psychology, 3 hours (3-0-0)

This course is a survey of the scientific study of psychological, biological, and sociocultural factors that influence behavior and mental processes. CODE A

PSY 210 Human Growth and Development, 3 hours (3-0-0)

Prerequisite: PSY200 General Psychology.

This course is the study of the physical, cognitive, social and emotional factors that affect human growth and development from conception to death. CODE A

READING

See English Course Descriptions, ENR 098

RELIGIOUS STUDIES

REL 100 History of World Religions, 3 hours (3-0-0)

This course is designed to acquaint students 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. CODE A

REL 151 Survey of the Old Testament, 3 hours (3-0-0)

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. CODE A

REL 152 Survey of the New Testament, 3 hours (3-0-0)

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. CODE A

SALON AND SPA MANAGEMENT

SAL 133 Salon Management Technology, 3 hours (1-4-0)

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.

SAL 201 Entrepreneurship for Salon/Spa, 3 hours (3-0-0)

This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up the legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a customer base.

SOCIOLOGY

SOC 200 Introduction to Sociology, 3 hours (3-0-0)

This course is an introduction to the vocabulary, concepts, and theoretical perspectives of sociology. CODE A

SPANISH

SPA 101 Introductory Spanish I, 4 hours (4-0-0)

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. CODE A

SPA 102 Introductory Spanish II, 4 hours (4-0-0)

Prerequisite: SPA 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CODE A

SPEECH COMMUNICATION

SPC 103 Oral Communication Skills, 3 hours (3-0-0)

This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before coworkers and the public. NCA CODE C

SPH 106 Fundamentals of Oral Communication, 3 hours (3-0-0)

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. CODE A

SPH 107 Fundamentals of Public Speaking, 3 hours (3-0-0)

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. CODE A

SPH 116 Introduction to Interpersonal Communication, 3 hours (3-0-0)

This course focuses on communication in interpersonal settings. The course surveys current interpersonal communication theory and provides application for personal and professional development. CODE A

SPH 206 Oral Interpretation, 3 hours (3-0-0)

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose and drama. It includes a study of the elements of oral communication such as imagery, structure and dramatic timing. Opportunity is given for public/classroom performance of literature. CODE C

THEATRE ARTS

THR 120 Theater Appreciation, 3 hours (3-0-0)

This course is designed to increase appreciation of the art of theatre. Attendance at theatre productions will likely be required. CODE A

THR 126 Introduction to Theatre, 3 hours (3-0-0)

This course is an introduction to the elements of the theatre, the principles of drama, and the development of theatrical productions.

THR 131 Acting Techniques I, 3 hours (3-0-0)

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 improvisation, acting exercises, and characterizations in scenes and/or monologues. CODE B.

THR 132 Acting Techniques II, 3 hours

(3-0-0)

Prerequisite: THR 131

This course is a continuation of THR 131. CODE C

WELDING

WDT 108 SMAW Fillet/OFC, 3 hours

(2-2-0)

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.

WDT 109 SMAW Fillet/PAC/CAC, 3 hours

(2-2-0)

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.

WDT 110 Industrial Blueprint Reading, 3 hours

(3-0-0)

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.

WDT 116 GTAW Stainless Pipe, 3 hours

(1-4-0)

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gases, 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

WDT 119 Gas Metal Arc/Flux Cored Arc Welding, 3 hours

(2-2-0)

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 gases, process principles, component identification, various welding techniques and base and filler metal identification.

WDT 120 Shielded Metal Arc Welding Groove, 3 hours

(2-2-0)

This course provides the student with instruction of 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.

WDT 122 SMAW Fillet/OFC Lab, 3 hours (0-9-0)

This course is designed to 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 with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

WDT 123 SMAW Fillet/PAC/CAC Lab, 3 hours (0-9-0)

This course is designed to 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.

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab, 3 hours (0-9-0)

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

WDT 125 Shielded Metal Arc Welding Groove Lab, 3 hours (0-9-0)

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various sizes 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.

WDT 156 GTAW Stainless Pipe Lab, 3 hours (0-9-0)

Prerequisite: WDT 116 and/or as required by college

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.

WDT 200 Welding VT (Visual Inspection), 2 hours (1-2-0)

The Visual Inspection (VT) inspection will consist of checking for cracks, porosity, crater cracks, undercut, and arc strikes. Students will also verify weld profile and acceptability

according to AWS code, also including WPQ (welding procedure qualification record).

WDT 217 SMAW Carbon Pipe, 3 hours (1-6-0)

Note: There is an approved standardized plan-of-instruction for this course.

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.

WDT 228 Gas Tungsten Arc Welding, 3 hours (2-3-0)

This course provides the 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.

WDT 257 SMAW Carbon Pipe Lab, 3 hours (0-9-0)

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 weld 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 code.

WDT 268 Gas Tungsten Arc Lab, 3 hours (0-9-0)

This course provides the student with skills 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.

THE WORKFORCE DEVELOPMENT DIVISION

The Workforce Development Division provides a broad range of programs, services, and training opportunities for residents in the Butler, Coffee, Covington, Crenshaw and Geneva County areas. The goal of the Workforce Development Division is to provide quality educational programs and services that will meet the changing personal and professional development needs of the community, as well as local businesses and industries.

The Workforce Development Division offers a variety of courses, workshops, programs, and other services that are designed for professional development and personal enrichment. Although these courses are non-credit and will not lead to a college degree, certificates are awarded for each completed course. These short-term personal and professional development courses are provided on campus, off campus, and in the workplace.

The Workforce Development Division provides the following:

- Customized training for existing business and industry
- Skills assessments
- Continuing education courses
- Short-term skills training
- WorkKeys assessments

If you are an employer seeking to provide professional development opportunities for your employees or an employee seeking to improve or upgrade job skills, contact the Workforce Development Division to inquire about course offerings. For further details, please call 334-881-2335 or visit our website at

www.lbwcc.edu/programs/workforce-training-fast-track

On-line Continuing Education Courses

Discover hundreds of community education courses through LBWCC's partnership with ed2go. These short-term, high-quality, non-credit courses offer well-crafted lessons, expert online instructors, and interaction with fellow students. Whether your interest is in the business world, arts and languages, accounting, technology, law, health care, or a number of other areas, these courses allow access 24/7 from anywhere with an Internet connection.

New sessions of each course are offered each month. Courses are six weeks with two new lessons released every week. To learn more, visit the on-line instruction center at <http://www.ed2go.com/lbwcc/>. Contact us at workforce@lbwcc.edu or call 334-881-2335.

Adult Education Program

The purpose of Alabama's Adult Education program is to provide free quality adult education and literacy services to Alabama residents. Classes provide a second opportunity for adult learners committed to improving their academic and life skills. Instruction is based on individual student needs and may range from one-on-one tutoring to group instruction. Classes are available throughout Covington, Crenshaw and Butler Counties. Distance learning options are available to eligible students. Services are available to all Alabama residents 18 years or older with proof of address and identification documents. Out of school youth that are 16-17 years of age may participate in the program with special documentation. Day and evening classes are provided in a variety of locations conducive to adult learning. The three program goals are to assist adults to:

1. Become literate and obtain the knowledge and skills necessary for employment and self-sufficiency.
2. Obtain the educational skills necessary to become full partners in the educational development of their children.
3. Complete secondary school or complete the equivalent of a secondary school education.

Adult Education Services include:

- Academic Assessment
- Adult Basic Education
- GED Preparation
- High School Diploma Option
- ACT, ASVAP, and College Prep Classes
- Digital Literacy
- Workplace Education – ACE, MAPS, and Pre-apprenticeships
- English as a Second language (ESL)
- Career Pathways and Integrated Education Training
- ACT WorkKeys Assessment

In order to enroll in the Adult Education program at LBWCC, each applicant should meet one or more of the following criteria:

- Must be 16 years of age or older and not be enrolled or required to be enrolled in secondary school under Alabama law
- Lack sufficient mastery of basic educational skills to enable them to function effectively in the workplace or postsecondary education
- Are unable to speak, read, or write the English language
- Want educational or employment assistance after completing high school

Classes are conveniently held in Andalusia, Opp, Luverne, Florala and Greenville. All classes are free of charge. For more information about the Lurleen B. Wallace Community College Adult Education program, please call 334-881-2231 or email adulthood@lbwcc.edu.

GOVERNANCE

Lurleen B. Wallace Community College is one of the institutions that comprise the Alabama Community College System. The Chancellor is responsible to the Board of Trustees for the management of the Alabama Community College System. Lurleen B. Wallace Community College is represented by the board member from District 2.

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Ph.D., University of Georgia	

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B.S., Auburn University	Chair, Advanced Manufacturing and Applied Technologies
M.S., Troy State University	
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B.S., University of Indianapolis	

FACULTY

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 A.S., Lurleen B. Wallace Community College
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 M.A.T., University of West Alabama

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M.B.A., Troy State University	

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Certificate, Lurleen B. Wallace Community College	
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AWS Certified Welding Inspector	
OSHA 510 – Standards Course for Construction	
OSHA 501 Trainer Course for General Industry (EXP 7/29/2025)	
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OSHA 500 Trainer Course in Construction (EXP 5/26/2026)	
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ASE Master Automobile Technician Certification

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 APOST Certification Chief

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Foreman, Kara.....Forest Service Grant Specialist

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Certificate, Lurleen B. Wallace Community College	
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A.A.S., Lurleen B. Wallace Community College	
Roberts, Donna	Administrative Assistant for Nursing Division
A.A.T., MacArthur State Technical College	
Sanders, Jeanni	Career Pathway Specialist
A.A.S., Harrison College	
Sasser, Clint	Maintenance/Custodian
Short, Stacey	Chief Accountant

A.A.T., MacArthur State Technical College	
A.S., Lurleen B. Wallace Junior College	
B.S., Athens State University	
Stacks, Lorrie	Administrative Assistant for
B.S., Faulkner University	Admissions and Records
Ware, Brandon	Assistant Athletic Director-Operations
A.A., Lurleen B. Wallace State Junior College	Saints Hall Manager
B.S., Auburn University at Montgomery	
Waters, Melissa.....	Career Coach
B.S., Troy University	
White, Charles.....	Information Technology Specialist/Instruction
A.A.S., Faulkner State Community College	Andalusia and Greenville Campuses
B.B.A., Faulkner University	
Williamson, Jarak	Maintenance/Custodian
Certificate, Lurleen B. Wallace Community College	
A.A.S., Lurleen B. Wallace Community College	
Williamson, Paula.....	Accounts Payable Specialist
A.S., Lurleen B. Wallace Community College	
B.S., Auburn University at Montgomery	
Wishum, Jerry	Dixon Center Manager
B.A., Birmingham Southern College	
Wright, Tommy	Bookstore Clerk/Buyback Clerk
A.A., Copiah-Lincoln Junior College	
B.S., University of West Florida	



LBWTM
COMMUNITY COLLEGE

STUDENT HANDBOOK 2023-2024

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STUDENT SERVICES

Lurleen B. Wallace Community College has an “open-door” admission policy. The student body is very diverse in age, interests, ability, cultural background, and economic position. The College offers a variety of instructional programs supported by Student Services. These services include admissions, academic advising, personal and academic counseling, orientation, registration, assessment, records management, financial assistance, career planning, job placement, and student activities. These services are provided to prospective, enrolled, and former students. The following goals of Student Services are compatible with and supportive of the mission of the College:

1. To actively encourage the enrollment of a diverse student body through a multifaceted student recruitment program. This includes publications about college programs and services as well as visitations to area schools, businesses, and civic groups.
2. To ensure an effective transition into the academic environment by providing a variety of college orientation activities.
3. To assist new, continuing, and prospective students in identifying clear educational and career goals through comprehensive counseling services, which include placement testing, general and specific career information and individualized counseling.
4. To assist students in achieving their educational goals by helping them to identify, secure, and maintain adequate financial assistance.
5. To provide an accurate, confidential

system of record keeping which limits access to student records to authorized personnel only and which contains an exact record of students’ progress toward, or achievement of, their educational goals at the College.

6. To provide a systematic process for registration that facilitates student access to courses in their respective programs of study.
7. To assist graduates and continuing students in identifying and securing full-time or part-time employment by providing job placement services.
8. To assist students in reaching their educational goals by providing personal counseling and by referring students, when appropriate, to other college support services and community agencies.
9. To provide for health and safety needs of the students.
10. To provide appropriate student activities for the enjoyment and education of students.

STUDENT RIGHTS AND RESPONSIBILITIES

Education after high school requires time, money and effort. To make a good choice, students should have information on the College’s academic program, facilities, the cost of education, refund policy and financial aid programs.

Student Rights

You have the right to ask Lurleen B. Wallace Community College the following:

1. The names of its accrediting and licensing organizations.
2. About its programs; it's instructional, laboratory, and other physical facilities and its faculty.
3. What is the cost of attending, and what is the policy for refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs?
5. What the procedures and deadlines are for submitting student applications for each available financial aid program.
6. How it selects financial aid recipients.
7. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies and personal and miscellaneous expenses are considered in your cost of education. It also includes the resources considered in calculating your needs (such as parental contribution, other financial aid, assets, etc.).
8. How much of your financial need, as determined by the College, has been met.
9. How and when you will be paid.
10. To explain each type and amount of assistance in your financial aid package.
11. If you are offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
12. To reconsider your financial aid package, if you believe a mistake has been made or if your enrollment status or financial circumstances have changed.
13. How the College determines whether you

are making satisfactory progress and what happens if you are not.

14. What special facilities and services are available to the students with disabilities?

Student Responsibilities

You, as a student, have the responsibility to do the following:

1. Review and consider all information about a college's program before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay or prevent your receiving financial aid.
3. Know all the deadlines for applying or re-applying for aid, and meet them.
4. Provide all documentation, corrections and/ or new information requested by either the financial aid office or the agency to which you submitted your application.
5. Notify your college of any information that has changed since you applied.
6. Read, understand and keep copies of all forms you are asked to sign.
7. Satisfactorily perform the work agreed upon in a Federal Work-Study job.
8. Understand your college's refund policy.

Academic Advising

Through academic advising, advisors assist students in selecting the appropriate courses to meet their educational goals and provide support in developing career goals, registering for courses, understanding college policies, and connecting to campus resources. The College has academic advisors on all campuses. Every student at the College is assigned an

academic advisor, and students are required to meet with that individual for their initial registration. Academic advising is performed by counselors and faculty, with advisee assignments based upon the students' program of study. This procedure is designed to create a mentoring relationship between advisor and advisee, as the student retains the same advisor throughout his or her time at the College, except when a change of program or transfer major requires a change of advisor in order to better serve the student.

Advisors in the Associate in Arts and the Associate in Science degree programs work with their advisees to follow the Alabama Transfers guide and the 2 to 4 Transfer Program in planning student schedules, thereby ensuring transfer of courses to any other public institution in the state as well as private institutions. For transfer to other institutions, the advisor and student employ the catalog of the intended transfer institution. In most cases, counselors advise students who have not declared a major and faculty in the transfer programs advise students who have declared a major. The faculty in non-transfer and/or technical programs of study advise their students. Initially, advisors meet with distance learners and provide information to online Distance Education academic advising via the LBWCC website. Various means of telecommunication (phone, internet, email, etc.) are also utilized to serve distance learners.

Books, Supplies, and Tools

Students furnish their own books, supplies, and tools. Books and supplies are available at the bookstore; however, students are not obligated to purchase their supplies at the College. For those students who need tools, the names of vendors handling such tools will be made available to them by their instructors.

The Andalusia Campus Bookstore is located in

the Jeff Bishop Student Center. Art supplies, paper supplies, textbooks, and other related materials may be bought during scheduled hours. The Greenville Campus Bookstore is located in the Student Services Building and books are available during the first two weeks of the semester. The Bookstore on the MacArthur Campus is located in the Student Center and scheduled hours are posted.

Career Services

Career Services are available at each campus as part of the comprehensive education and student services offered at the College. Student Services Counselors assist students with exploring, developing and setting goals related to each student's unique educational and academic needs. These services include career assessments, occupational information, goal setting, and planning and employment resources.

A variety of career resources such as books, brochures, computer software, and video tapes are available for use. These materials, along with assistance from the counselors, can help students to learn more about themselves, identify prospective careers, and plan programs of study. Computers with Internet access are available for online search of various career resources. Career Services is open to all students, alumni, employers, and the community for career information.

Counseling Services

Student Services Counselors are available at each campus to assist students with academic, personal and career counseling. Counselors are available to provide guidance in choosing courses, discussing majors, degree plans and assisting students with the Alabama Transfers Guide for Alabama public colleges and universities and the 2 to 4 Transfer Program for several private or independent colleges and

universities. Counselors are qualified to assist students with their educational goals by providing personal counseling to help students with barriers that could hinder them in attaining their future goals. Personnel provide the opportunity for confidential sharing and discussion and when appropriate, will refer students to various community agencies.

Clubs and Organizations

Clubs and Organizations offer all students an opportunity to be involved in campus activities, to build friendships, and to serve the College and the community. Many of these clubs and organizations are available on all campuses.

Ambassadors – The LBWCC Ambassadors are students who serve as official hosts and hostesses for events held on campus. High school seniors who will be attending LBWCC and any students currently attending the College are eligible to apply. Applicants must complete an application, submit two letters of recommendation, and participate in an interview. The College offers a one-year Ambassador's scholarship for twelve hours per semester.

Athletics – Lurleen B. Wallace Community College participates in intercollegiate competition in men's baseball, men's and women's basketball, and women's softball and women's volleyball. Athletic scholarships are available for qualified students. Interested athletes should contact the Athletic Director.

Bleed Blue Crew – This is a volunteer group of students who serve as spirit leaders for LBWCC athletic teams. The Bleed Blue Crew is a great way to get involved and have fun promoting the LBWCC athletic programs.

Christian Student Ministries – This organization is a non-denominational Christian union of students who meet weekly to share

Bible study. It is composed of a group of concerned students devoted to sharing the love of Jesus Christ through outreach projects on campus and around the community. During meetings, the group discusses club business and spends time in prayer. There are no fees or dues. CSM centers on a real family atmosphere. The CSM family includes people from a variety of backgrounds and denominations.

Civitan – This club is a volunteer service organization and is a program of Civitan International that offers college students a means of personal enhancement and a better understanding of the value of community service. Civitan members are individuals who desire to learn and to share with their fellow students and their community. To become a member of the LBWCC Civitan club, one must complete an approved application form. Anyone is welcome to visit the meeting and ask a current member to sponsor him or her. There are annual dues outlined by Civitan International.

Common Ground – Established in Spring 2022, the purpose of Common Ground is to establish and innovate relationship opportunities and experiences for minority students at Lurleen B. Wallace Community College. The group strives to address the issues that affect their community on campus, locally and internationally. Their goal is to provide a safe and welcoming environment for all students who wish to be a part of the group.

Drama Department sponsors several performance opportunities for LBWCC students to participate throughout the year. Any LBWCC student can take an acting class or audition for a show. In addition, drama students travel each year performing for children and high school students.

Fit Club – Located on the Greenville campus, Fit club was established to promote health,

wellness, and performance in LBW's students. The club will educate students on healthy lifestyle, exercise, and eating habits and will provide opportunities to improve fitness.

Ensemble is a show choir/band performance group consisting of twenty students. The ensemble performs for elementary, middle, and high schools in our area. In addition, they have performed for civic clubs and college events and at Disney World in Orlando. Auditions are held each year. Scholarships are awarded for tuition and fees.

Interclub Council - This Council is composed of the officers of the Student Government Association and a representative from each club and organization on campus. The Council meets each semester with the President of the College to discuss issues of concern to the student body. In addition, the Council plans events that give students a chance to become involved in campus activities.

Mu Alpha Theta - This is an organization that promotes scholarship in and the enjoyment of mathematics among community college students. Students must have a B average in all college work and have made at least a B in college algebra or above to be invited to join Mu Alpha Theta. High school students who are already members of Mu Alpha Theta may have their membership transferred to the LBWCC organization. Mu Alpha Theta has a "once a member, always a member" policy.

National Technical Honor Society – Located on the MacArthur Campus (chartered in October of 1997) seeks to recognize technical students with high achievements. The NTHS promotes the ideals of honesty, service, leadership and skill opportunities within the Society, service projects sponsored by the Society, and a strong emphasis on maintaining high academic standards. Members must meet several criteria; therefore, membership is by invitation

only.

Non-Traditional Student Association – The purpose of the Non-traditional Student Association (NTSA) is to promote fellowship and to provide information to students who have not been in school for an extended period of time. This club helps returning students by making them feel at home and comfortable in a new environment. It provides tutors and assistance to help students to succeed in their chosen fields. It is a family-oriented club and there are no dues.

Phi Theta Kappa is the honor society of the two-year college system and recognizes those students who excel academically. Lurleen B. Wallace Community College chapters are Alpha Beta Eta on the Andalusia Campus and Beta Pi Nu on the Greenville Campus. Requirements are achievement of a 3.5 grade average or above, full-time student, good citizenship, and high moral standards. Those students who make the Dean's List are sent invitations to attend an orientation session to learn about the organization and its many projects and activities. Those who meet all requirements for membership and who complete the application process are initiated into the organization in a formal ceremony. Phi Theta Kappa does not only recognize academic excellence; it also is very active in four hallmarks: leadership, scholarship, service, and fellowship.

Science and Engineering Club – The purpose of this club is to promote awareness, as well as to enrich the educational experience beyond the classroom, to the students, the faculty, and to the public about science and engineering professions. The club intends to provide a meaningful contribution to the College and surrounding community, and to offer leadership opportunities to all members with an interest in science and engineering. This club will encourage students to make a

difference and to discover new and exciting things about science and engineering. LBWSEC is open to all areas of science and engineering.

Skills USA is a nationwide association for students and teachers in public career and technical programs and the businesses that employ them. Skills USA offers prestige and recognition through awards and contests. Included in the organization are co-curricular activities that give students more than occupational skill development. These activities make education and training more meaningful.

Student Government Association represents the concerns and needs of the student body. It works to promote goodwill and understanding between faculty and students, to provide leadership on student concerns, and to act as a liaison between students and the administration. Officers and representatives are elected by the student body.

Student Veterans & Military Association – The purpose of the Student Veterans & Military Association is to promote the general welfare of veterans and dependents of veterans who attend LBW Community College and to continue to serve our country by contributing to the betterment of the LBW Community. This club also promotes fellowship between student veterans and dependents of veterans. It also helps the student veterans acclimate themselves back into society by giving them a chance to meet others who have served our country.

Tennis Club – Established on the Andalusia campus, the tennis club is a practice team for LBWCC students, faculty and staff. All skill levels are welcome. Practices are every Tuesday and Thursday from 5:30 to 7:30 at the LBWCC tennis courts.

Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Programs, services, and meetings conducted by the College will be accessible to all people who desire to attend. If you have a disability that might require special materials, services, or assistance, or if you have questions relating to accessibility, please contact the ADA Coordinator on the respective campuses. For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800- 548-2546.

The Americans with Disabilities Act (ADA) does not set a timeframe for the duration of accommodations, whether they be long or short-term. LBWCC disability support services recognizes that individuals with temporary disabilities that are result of injuries, surgery or short-term medical conditions may need accommodations similar to individuals with permanent disabilities. Examples of temporary disabilities may include, but are not limited to, broken limbs, hand injuries, pregnancy related medical conditions, or short-term impairments following surgery or medical treatments. To receive accommodations for a temporary disability, the student must submit documentation to the ADA Coordinator indicating the type of disability, severity, limitations, prognosis and estimated duration of the disabling condition. Additional documentation may be requested to verify the need for continued services after the estimated duration of the condition has expired.

All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators.

Andalusia Campus
Latrece Hall
334-881-2271

Disability Accommodations

Greenville Campus
Latrece Hall
334-881-2271

Luverne Center
Wendy Johnson
334-493-5333

MacArthur Campus
Wendy Johnson
334-493-5333

Emergency Notification

As part of Lurleen B. Wallace Community College's effort to ensure the safety of students, employees, and visitors, the College utilizes a campus notification system. The College has partnered with Alertus. Alertus enables the College to better inform the campus community of a possible dangerous situation. Students and employees can download the Alertus mobile app to receive emergency and severe weather alerts. New students are encouraged to download the mobile app during summer orientation as well as provided the steps to receive messages during the orientation course. In addition, students and staff will receive alert to their college-issued email address. Participation in this system is strongly encouraged.

In addition to the mobile app, the Alertus desktop notification system is installed on all desktop computers at all locations. The desktop notification system will alert users on their computer in the event of an emergency.

Inclement Weather / Emergency Class Dismissal

In the event that it becomes necessary to close the campus or cancel classes and other activities due to inclement weather, notices will be shared through **Alertus**, email, social

media and local media outlets

Announcements for closing will be made by 7:00 a.m. for day classes and during the noon hour for night classes. Unless otherwise indicated, the closing of campus or cancelling of classes will be for one day.

Health Services

First aid kits for minor injuries are available in the following locations:

Andalusia Campus

- Administration Building – Business Office
- Learning Resources Building – Library
- Student Center – Student Services – Room 105
- Dixon – Conference Center – Music Director's Office
- Gymnasium – Room 102

Greenville Campus

- Main Office and Science Laboratory

Luverne Center

- Main Office and Science Laboratory

MacArthur Campus

- Student Center and each Department Office

First aid kits contain general medical supplies to assist with minor cuts and abrasions, minor burns, headaches, and other minor ailments. College personnel will assist students, as per student's request, regarding first aid.

Major Health Needs – In the event of a severe medical problem or immediate emergency help, dial **911** to contact Emergency Medical

personnel. If using a **campus telephone, dial 9 911**. Then contact the Campus Director on the appropriate campus and the Emergency Coordinator who is also the Director of College Facilities and Maintenance.

Honors and Awards

During the spring of each year, the College honors and recognizes outstanding students at its **Annual Honors and Awards Ceremony** held on each of the three campuses. Students are selected by the faculty and administration and are honored in the categories of leadership, scholastics, service, and special recognition.

All-USA and ALL-Alabama Academic Team

Two students are selected each year based upon published criteria. These students compete with other national and state nominees for national and state awards. In addition to being honored with other students from Alabama by the Chancellor of the Alabama College System during the annual state ceremony, the students are also honored by the President at the College's annual spring awards ceremony and are recognized at the College's commencement ceremony.

Housing

Lurleen B. Wallace Community College provides a housing option for students attending the Andalusia campus. Saints Hall consists of apartments which are located adjacent to the Andalusia Campus. For information regarding **Saints Hall** contact 334-488-8882 or email saintshall@lbwcc.edu or visit <https://www.lbwcc.edu/future-students/student-housing>. Several housing opportunities (apartments and rental houses) are available in the local area and local realtors are also available for assistance.

Job Placement

The administration, faculty, and staff cooperate fully to help students and graduates who are seeking full-time and part-time employment. Announcements from agencies and private employers are posted on campus for student information.

The Alabama Career Center representatives are available to assist with job opportunities, unemployment compensation, and the Workforce Innovation and Opportunity Act (WIOA).

For additional information contact the Career Centers at the following locations:

Andalusia 334-328-6739
Enterprise 334-347-0044
Greenville 334-382-3128
Brewton 251-867-4376

On the MacArthur Campus, students interested in seeking employment should contact their instructors. Announcements from agencies and employers are also posted for student information.

Learning Resources Center/Library

The Learning Resource Center at LBWCC is a multi-campus library whose goal is to provide library materials, services, and facilities necessary to support the College's instructional programs, career-oriented associate degrees and certificates. The Learning Resource Centers are located on the second floor of the William H. McWhorter Learning Resource Building on the Andalusia Campus, Room 22 of the Student Services building on the Greenville Campus, Room 101 at the Luverne Center and within the Opp Public Library building adjacent to the

MacArthur Campus. Students have access 24/7 via the library web site (<http://www.lbwcc.edu/library>) to a combined collection of over 40,000 books, e-books, magazines and journals, newspapers, and audio-visual materials, as well as, current and reliable full-text electronic resources offered by the College and the Alabama Virtual Library. Access to the AVL is available on campus from networked computers and off-campus remotely via GeoIP authentication. Users may only need a username and password if they travel or live out of state and want to use the resources. Additionally, users that live near the state line and users who access the Internet via an air card, cell phone, iPad, satellite, or U-verse may not be automatically authenticated; these users will need to log in with their AVL Card. Usernames and passwords may be obtained from the library if needed.

Library personnel are available to assist students, faculty, and staff in using the library's resources. Instruction is available to both classes and individuals. Requests for assistance may also be made electronically by email. Audio-visual materials may be viewed in-house. Computers are available for use. A courier service is in place to provide requested materials between campuses.

Lost and Found

Misplaced or lost articles may be turned in or claimed from the Switchboard on the Andalusia Campus, the Admissions Office on the Greenville Campus, the main office at the Luverne Center, and the Business Office on the MacArthur Campus.

Online Student Information Center – myLBWCC

The Student Information Center known as myLBWCC is an online information resource through which prospective students may track the status of their college admission and financial aid files. Student applicants are encouraged to monitor their files to be sure required documents are submitted before registration. Submission of all required documents will expedite the registration process. Enrolled students may use myLBWCC to check their grades, register for classes, print unofficial transcripts, pay for classes, and much more. Students who do not have internet access in their homes may use computers on campus to use the features available to them through the Student Information Center.

To access myLBWCC, log on to the Lurleen B. Wallace Community College website, www.lbwcc.edu and click the myLBWCC link at the top of the screen. Students must use their LBWCC student A-number as the username and “!LBWCC” and their date of birth (mmddyy) as the password.

Parking Decals

Students are not required to have a Lurleen B. Wallace Community College Parking Decal placed on their vehicles.

Saints' Email

All admitted students to Lurleen B. Wallace Community College will receive a College-issued email address. LBWCC's student email system is referred to as Saints' Email and is the **ONLY** approved method of official email communication from LBWCC to students. These official notices may include class schedules changes, purge of student notices, and college closings, as well as notices from Admissions and Records, Financial Aid, and

faculty. To ensure these notices are received and/or responded to in a timely manner, students should check their email daily.

Student Records

The Director of Admissions and Records is responsible for keeping official records for all students. Records are kept in a fireproof storage vault and/or fireproof files. In addition, computer records are also maintained for each student. Student Services personnel and instructional personnel have access to information on currently enrolled and former students. Student files may be viewed by any college personnel with a legitimate need but may not be removed from the Office of Admissions and Records. **Student records are confidential and are released outside the College only upon receipt of written permission from the student.** Students may review their files upon written request to the Director of Admissions and Records.

Alabama Transfers

The Alabama Transfers Program is a computerized 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 four-year institution. Alabama Transfers is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. Alabama Transfers is the information link between the state's public two-year and four-year institutions. Alabama Transfers, 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.

Lurleen B. Wallace Community College students planning to transfer to an Alabama public senior institution must print and retain the Transfer Agreement for their major along with the transfer institution's Area V courses. The guide and Area V course listing must be submitted to the senior institution upon transfer. Failure to follow the transfer guide may result in the courses not being transferable. It is the student's responsibility to become familiar with the requirements of the intended transfer senior institution.

Students who are interested in receiving a Alabama Transfers transfer guide should visit the Alabama Transfers website at www.alabamatransfers.com or contact their advisor or the Office of Student Services. Articulation agreements are valid for three years.

2 to 4 Transfer Program for Private or Independent Colleges and Universities in Alabama

The Alabama Community College System's **2 to 4 Transfer Program** allows for the seamless transfer from the community college to selected private or independent colleges in Alabama. The transfer agreement will guide the student through the first two years of coursework and will prevent the loss of credit upon transfer to the selected private or independent four year colleges and universities in Alabama. Students who are interested in receiving a **2 to 4 Transfer Program Guide** should visit the Alabama Community College System website at <http://www.accs.edu> and click on Academics.

Testing Programs

Advanced Placement (AP)

Students who have made a score of 3 or higher on any AP subject examination may be awarded credit for a minimum of one course in the subject area. The maximum hours of credit that may be awarded will be set by State policy.

American College Test (ACT)

The American College Test (ACT) is a curriculum and standards based educational and career planning tool that assesses students' academic readiness for college. The ACT is administered on the Andalusia Campus on national test dates scheduled by ACT. The College is an official testing center for administering the ACT. Students interested in taking the test must apply online. www.actstudent.org

Placement Assessments

Lurleen B. Wallace Community College uses a multi-level screening process to determine placement in English and mathematics. All first-time students who enroll in associate degree or certificate programs that enroll for more than four credit hours per semester will be screened in the areas of English, and mathematics using ACT and SAT scores as well as high school grades in English and mathematics. Students who do not meet placement criteria by these methods will be assessed through the administration of ACCUPLACER. The assessments are designed to assist advisors and counselors in placing students into appropriate college credit courses or developmental courses.

Students **must** present picture identification and have an application for admission on file with the Office of Admissions and Records in order to take the test. Admission to testing will **not** be granted without proper identification. Placement exam scores are valid for a period of **five years**. After five years, scores become invalid, and students must retest.

Exemptions

Students are exempt from assessment requirements in a specific subject area if they meet **one** of the following criteria:

- Score 17 or above on the ACT English, 17 or above on the ACT and mathematics. (Scores are good for **five** years.)
- Score 510 or above on the new SAT evidence based reading and writing; or 510 or above on the new SAT math. (Scores are good for **five** years.)
- High school gpa of at least 2.75 with minimum grade of "C" in English 12; high school gpa of at least 2.75 with minimum grade of "C" in Algebra II, and enroll within **five** years of high school graduation.
- Possess an Associate degree or higher.
- Transfer degree-creditable, college-level English or mathematics courses with a grade of C or better.
- Be a student who is enrolling in a particular short certificate program having no English or mathematics requirements.
- Be a student who is enrolling for personal enrichment purposes only.
- Have completed required developmental coursework at another Alabama Community College System institution within the last three years.
- Be an audit or transient student.
- Scored a 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED

To be eligible for these exemptions, assessment scores and/or college transcripts **must** be on file in the Admissions Office. If student does not meet the exemption requirements listed above, then all first-time

college students are required to take the college placement assessment. The placement assessment measures college entry-level skills in writing and mathematics. Scores are used to determine appropriate courses. After the college placement assessment is complete, students will receive a detailed explanation of course placement based on their scores.

Retesting

Students not satisfied with their placement scores and/or placement in developmental courses may challenge their placement results. Students may retest as many times as they choose. However, the student should complete test preparation activities. Additional preparation may include but is not limited to academic boot camps, online pre-tests, and placement test applications. Students are required to pay \$8 to retest whether they take one or two portions of the test. Students must retake the placement test before enrolling in a developmental course. Once students enroll in a developmental course, they must complete the developmental sequence. Students will not be allowed to retest once remediation in the program has started.

For assistance in preparing for the ACCUPLACER:

<https://accuplacer.collegeboard.org/students>

General Educational Development Test (GED)

The General Education Development Test (GED) provides individuals who have not earned a high school diploma the opportunity to earn a certificate equivalent to the high school diploma. The GED certificate is designed to provide both employment and higher education opportunities.

GED Testing Requirements

- Testing is offered on the LBWCC MacArthur Campus in Opp.
- Individuals are required to register for test via www.ged.com.
- The cost of the test is \$120; consist of four parts at \$30 each.
- Individuals must present a valid picture identification at the time of testing.
- Individuals 17 years of age must present a notarized parental permission letter, notarized documentation from the school or official withdrawal (Exit Interview form), and social security card at the time of testing.
- Admission to testing will not be granted without proper identification.

To register to take the GED exam go to www.ged.com or call 1-877-EXAMGED (1-877-392-6433).

LBWCC MacArthur Campus Contact: Wendy Johnson (334-493-5333)

Transcript Request Policy

Lurleen B. Wallace Community College has partnered with Credentials Solutions to accept online transcript orders. In compliance with the Family Educational Rights and Privacy Act, Credentials requires a signature that may be submitted electronically. Students and alumni are able to order their official transcripts 24 hours a day, 7 days a week. Transcripts can be sent electronically or mailed in hard copy, depending on the receiving institution or destination.

Transcript requests are processed as they are received. Official transcripts from other institutions are not issued. Requests for transcripts from other institutions must be

directed to the institution concerned. Transcript requests may be denied for students who have a financial obligation to the College. Any financial obligation to the College must be cleared before transcripts will be released.

Tutorial Services

Lurleen B. Wallace Community College provides programs and services that assist students in obtaining and reaching their academic goals. The College provides tutorial resource labs at each campus and recruits professional and peer tutors to assist students. Tutorial labs are open daily Monday through Thursday at scheduled times and these services are provided free of charge.

On-campus tutorial instruction is currently available for the following courses (additional courses may be requested as needed):

- Writing and Reading for College, ENR 098
- English Composition 101 & 102
- Math 098, 100, 110 & 112

Students may schedule appointments or visit tutors upon availability.

Additionally, students may use an online tutorial service provided by the college through Tutor.com. This service allows students to connect one-to-one with a subject expert tutor for assistance and is available at any time 24 hours a day. Students can access Tutor.com through Canvas. For more information about tutoring contact Tori Norris, Director of Student Success at 334.881.2215.

STUDENT REGULATIONS COLLEGE POLICIES AND PROCEDURES

Lurleen B. Wallace Community College recognizes that in order to efficiently and effectively carry out its mission, all students must understand and follow the policies and procedures as published by the College. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on campus. Therefore, all students are obligated to abide by the policies and procedures established by the College.

Blood-borne Pathogens Policy

Students or employees infected by a blood-borne pathogen will not automatically be excluded or dismissed from enrollment or employment, nor shall they be restricted in their access to services or facilities except in the event that a conscientious decision based on professional medical judgment is made to protect the welfare of the individual and/or the welfare of other members of the College community.

Students and employees who know or have reason to believe that they are infected by a blood-borne pathogen are expected to seek medical treatment and advice and to conduct themselves responsibly for the protection of other members of the college community.

Blood-borne Pathogens Post-Exposure Management Protocol

A. Introduction

The purpose of this protocol is to inform students and staff regarding

the risk of exposure to blood-borne pathogens and the required procedure to follow if accidental exposure occurs. It is each person's responsibility to utilize precautions on campus, in clinical setting and at all college sponsored events. This policy is based on the most current available information.

B. Protocol

If an exposure occurs, students and staff should follow the College protocol as specified below. (If an exposure occurs in a cooperating agency setting, students or staff should also follow the guidelines of the agency.)

1. Immediately cleanse the affected area with soap and water.
2. If skin is punctured, bleeding should be encouraged, if not excessive. Provide first aid measures, if applicable.
3. Report exposure immediately to supervisor. Supervisor will complete exposure incident report that will be forwarded to the Administrative Office. All records will be considered confidential.

Following a report of any exposure incident, the supervisor shall:

- a. Document the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- b. Identify and document the source individual, unless the

agency can establish that identification is prohibited by state or local law.

4. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the institution or agency shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated. Results of the source individual's testing shall be made available to the exposed person. The exposed person shall be informed of applicable laws and regulations concerning disclosure of the identifier and infectious status of source individual.
5. Refer the exposed person for collection and testing of blood for HBV and HIV serological status by the local Public Health Department or private physician. The exposed person's blood shall be collected as soon as feasible and tested after consent is obtained. If the exposed person consents to baseline blood collection, but does not give consent at that time for HIV serological testing,

the sample shall be preserved for at least 90 days. If within 90 days of the exposure incident the person elects to have the baseline sample tested, such testing shall be done as soon as feasible.

6. Refer the person for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service:
 - a. Counseling
 - b. Evaluation of reported illnesses
 - c. Provide information to the Health Department or private physician
 - d. The Supervisor shall ensure that the Health Department evaluating a person after an exposure incident is provided the following information:
 - e. A description of the exposed person's responsibilities as they relate to the exposure incident.
 - f. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - g. Results of the source individual's blood testing if available.
 - h. All medical records relevant to the appropriate treatment of the person, including vaccination status, which are the exposed

person's responsibility to maintain.

- i. It is the exposed person's responsibility to provide the College with records of their exposure results to which will be held confidentially in the school's Administrative Office.

C. Universal Precautions

Students and Staff must employ the universal precautions recommended currently by the Centers for Disease Control. The universal precautions include but are not limited to the following:

1. Routine use of barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. Gloves should be worn for touching blood, bloody fluids, mucous membranes or non-intact skin (e.g. abrasions, dermatitis) for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture. Gloves should be changed after contact with each client.
2. Masks, protective eye wear or face shields, and specialized clothing should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposures of mucous membranes of the mouth, nose and eyes. Hands and

other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. Surfaces contaminated with blood should be decontaminated with a solution made from a 1-10 dilution of household bleach and water; spray the surface with effective disinfectant.
4. Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
6. Soiled clothing should be cut off and placed in biohazard container or bag.

Resources: Morbidity and Mortality Weekly Report (37:377-388, 1988)

Clubs and Organizations Policies

All students are encouraged to contribute to the decision-making process of the College. Students should voice their comments and suggestions through the student organizations and follow the chain of command. Student organizations and activities give the student body an opportunity to make positive contributions to both the community and the institution. All student organizations are open to all students of this institution who qualify for membership.

Campus organizations shall be open to all students without respect to race, creed, national origin, gender, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama and the Alabama Community College System. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper college officials. Clubs or organizations shall not encourage any action that might cause disrespect to a student, instructor, or college activity.

Obtaining Continued Recognition Chartering Procedures/Official Recognition

A. Formation of New Organizations -

Any group wishing to organize on campus must submit a written request to the Dean of Student Affairs. The Dean of Student Affairs will present this request to the Executive Council for approval and then notify the group of that decision. At the appropriate time, a constitution containing the following information must be presented to the Dean of Student Affairs for approval:

1. The name of the organization.
2. The statement of purpose of

the organization.

3. Membership eligibility requirements.
4. A list of promoting students.
5. A listing of officers by title and duties and any special function of the offices.
6. A statement of the length of terms of the officers and the time and method of election.
7. A statement of when, where, and how often meetings will be held.
8. A statement of membership dues, including amount and frequency of payment, and provision for disposition of any funds in the event of dissolution of the organization.
9. Provision for club advisors and name of club advisor.
10. Statement of any national, state, or regional affiliation and a copy of this affiliation's constitution must be attached.

B. Temporary Recognition -

Temporary recognition may be given to organizations upon submission of a constitution containing the above listed requirements and would permit the organizations to function for not more than one semester pending official charter approval.

C. Review and Approval -

A typewritten copy of the proposed constitution must be submitted to the Dean of Student Affairs for suggestions, recommendations, and approval. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that the application for recognition is being considered or an appeal is being made,

a group may not sponsor speakers or activities in the name of the proposed organization.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Dean of Student Affairs, and an up-to-date copy of the constitution must be on file in the Office of the Dean of Student Affairs.

Club Advisors

All student organizations must have a qualified club sponsor/advisor approved by the Dean of Student Affairs and the President of the College. Any changes to sponsors or advisors must be coordinated through the same individuals. Each organization must also have at least one co-sponsor or alternate advisor, who will also be approved by the Dean of Student Affairs and the College President.

Upon acceptance of the recommendations, the Dean of Student Affairs shall notify the sponsor/advisor. A faculty member who agrees to serve as a club sponsor/advisor accepts the responsibility for encouraging the organization in its purpose and activities, within the limits of college policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution.

No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Dean of Student Affairs. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor.

Speakers, special programs, and activities, and program topics must have the formal approval of the club sponsor/advisor and the Dean of Student Affairs or his/her designees. Requests for activities, other than normal meetings must be made in writing at least seven days prior to

the activity. A request for outside speakers must be made, in writing, a minimum of seven days prior to the issuance of an invitation.

Meetings

Recognized student organizations are required to hold their meetings on campus, and the College facilities will be made available to them. Special permission must be obtained from the Dean of Student Affairs or his/her designee for off-campus meetings.

Tenure of Student Organizations

Any organization determined not to fulfill its approved purpose and goals is subject to probation, reorganization, or dissolution. The Dean of Student Affairs may request minutes of meetings, financial statements, and/or any other information he/she may deem appropriate in determining the tenure of a student organization.

Procedure for Approval of Fund-Raising and/or Solicitation of Funds

All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s). College fund-raising activities for student organizations and clubs must be approved by the Dean of Student Affairs. All student organizations must submit through their faculty/staff program sponsor to the Dean of Student Affairs a request for approval stating the purpose and type of fund-raising activity, whether it will take place on campus or off-campus, and the targeted group (e.g., community, business, student body, staff, and community agencies organization). The date the activity is planned should be specified and the request should be submitted at least one week prior to the activity. This request may be made through the use of a memorandum addressed through the faculty/staff sponsor to the Dean of Student

Affairs. The Dean of Student Affairs will provide a copy of this information to all appropriate personnel of the College.

Student Code of Conduct

The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the fact that they will be held accountable for compliance with its provisions. By enrollment at and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in Lurleen B. Wallace Community College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor, faculty or staff member—or the College itself, is strictly prohibited.

A faculty member has the authority to ensure that there is an appropriate classroom environment conducive to learning, in accordance with this policy. A faculty member may establish specific requirements and penalties and provide more detailed clarification of the application of this conduct policy within their respective classroom.

Application of Student Code of Conduct

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in college-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

Misconduct

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Student Conduct Code (CODE) for the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area material or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
5. Submitting as your own work essays, term papers, lab reports, or other

- project which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
 7. Gaining, without authorization, access to the work of another student (e.g. accessing the computer file of another student);
 8. Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
 9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized;
 10. Violating any supplementary academic honesty code that has been adopted and approved in individual divisions of the College and distributed to students within those divisions;
 11. Knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
 12. Forgery, alteration, or misuse of college documents, records, or identification;
 13. Issuance of worthless checks made payable to the College;
 14. Failure to comply with the authority of college officials acting within the capacity and performance of their positions;
 15. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other college activities, or other activities on college premises by either college or non-college persons or groups;
 16. Destruction, damage, or misuse of college, public, or private property (the student or organization is responsible for any damage done to college property);
 17. Conduct in violation of federal or state statutes or local ordinance which threatens the health and/or safety of the College community, or adversely affects the educational environment of the College;
 18. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
 19. Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space, facilities, or services;
 20. Hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals, which could cause discomfort, pain, or injury, or which violates any legal statute or college rule, regulation, or policy. Hazing has been defined as, but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the

individual, or other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation that results in or may result in mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;

21. Profanity and lewd, obscene, licentious, indecent language or conduct or written threat of such action against another person;
22. Lewd, obscene, licentious, indecent, or inappropriate dress;
23. Harassment, intimidation, bribery, physical assault, sexual assault, or any other means, implied or explicit, to influence any member of a judicial body named in the CODE, including witnesses, faculty members, staff members and students, before, during or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc., in this type situation;
24. Possession, while on college-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
25. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function;
26. Being under the influence of alcoholic beverages or non-prescribed,

controlled drugs on college property or at a student or college-sponsored function;

27. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
28. Smoking (including the use of e-cigarettes or other electronic nicotine delivery devices), chewing, dipping or other use of a tobacco product in college-owned or college-controlled property; including instructional sites, campuses, housing, athletic facilities, grounds, parking lots, and vehicles owned, leased, or rented by the College;
29. Theft, accessory to theft, and/or possession of stolen property;
30. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code and the annual campus safety and security publication;
31. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
32. Trespassing or unauthorized entry;
33. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
34. Publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions;
35. Placement, establishment, or maintenance of any mobile,

impermanent, or temporary living quarters on property of the College which shall include, but is not limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;

36. Disruptive devices such as cellular telephones, CD players, tape players, radios or other electronic devices in the student center, hallways, lecture room, classrooms, Learning Resource Center, or any other place which will interfere with the normal activity of the College;
37. Any form of gambling;
38. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
39. Improper use of the Internet or other computer technology that is made available for student use in any facility on the campus of Lurleen B. Wallace Community College or assigned to Lurleen B. Wallace Community College;
40. Any other activity, conduct, or failure to follow procedure not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

Violations of the above will render a student subject to disciplinary action under the procedures that provide for adequate notice and a fair hearing, outlined in this student handbook. Penalties for violations may include the following: reprimand, probation, loss of privilege, suspension, expulsion, and other penalties which may be set forth in college regulations published in this student

handbook.

Where there has been a serious violation of Lurleen B. Wallace Community College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative, normally the Dean of Student Affairs may immediately suspend the student. The student shall be entitled to a hearing according to the regular disciplinary procedures.

In the event a student charged with a violation of the Student Code of Conduct elects to withdraw from the class where the violation occurred or to withdraw from the College, such student shall nevertheless be subject to answering the charges and subject to such penalties as may be imposed at the various levels of the appeals process.

Due Process for Student Disciplinary Cases

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College also assures each student that no disciplinary action is taken on grounds that are not supported by substantial evidence. Any case involving violation of published policies and regulations in this catalog will be brought to the immediate attention of the Dean of Student Affairs.

1. Charges of disciplinary nature may be referred against a student by a fellow student or members of the administration, faculty, or staff. The individual(s) preferring the charge must do so in writing to the Dean of Student Affairs.
2. The Dean of Student Affairs will notify the student of the charges against him/her. (This initial notification may be verbal in nature.) If the Dean of

Student Affairs deems that the presence of the student(s) poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student(s) may be temporarily or indefinitely suspended. In this case a hearing will be held within 72 hours of the student's removal.

3. Depending on the circumstances, the Dean of Student Affairs may discuss the case with the student(s) and may arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached, the Dean of Student Affairs will appoint a Student Disciplinary Committee.
4. The Dean of Student Affairs will notify the student(s), in writing, of the charges and provide the date, time, and location of the Student Disciplinary Committee hearing.
5. The chair of the Student Disciplinary Committee will submit the official findings of the committee to the Dean of Student Affairs.
6. The Dean of Student Affairs will notify the student(s), in writing the results of the findings of the Student Disciplinary Committee.

Students Rights

The student does not forfeit any constitutional rights upon entrance into the student body of the College. The student does agree to abide by the College's rules, regulation, policies, and the Student Code of Conduct.

The student may have one person present to serve as counsel at the hearing for advisement only. Counsel will not have the right of cross-

examination. The student's refusal to answer questions shall not be construed as admission of guilt.

A Student Disciplinary Committee hearing may be requested by a student; to review a decision made by institutional personnel whom the student feels is a violation of the right to due process. The student has the right to appeal the Student Disciplinary Committee's decision through procedure described under "Process for Right of Appeal" herein.

The Student Disciplinary Committee shall have the equal function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

Students Disciplinary Committee Composition and Responsibilities

The Student Disciplinary Committee shall have the equal function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.

1. The Committee shall consist of two faculty members, one Student Services professional, one student, and a Chair.
2. The Committee members shall be appointed by the Dean of Student Affairs. The members shall serve for the hearing of one case and may be reappointed to serve on subsequent committees. The student representative will serve in the same manner as the faculty members. The chair will provide and shall cast a vote only when necessary to break a tie. Any committee member who has any personal interest or special information concerning the case will be disqualified from the case. A replacement shall be

appointed by the Dean of Student Affairs.

3. The Committee shall maintain an adequate record of the history and disposition of each case. The record shall include a summary of the evidence upon which the Committee based its decision.
4. The decision of the Student Disciplinary Committee will be reached by majority vote.
5. A finding of the facts, decisions, and recommendations of the Student Disciplinary Committee shall be forwarded to the Dean of Student Affairs.
6. The Dean of Student Affairs will immediately notify the student of the Committee's findings and provide information on the course of any appeal.

Process for Right of Appeal

The Dean of Student Affairs shall be the final authority in the appeal process. The student may file a written request with the Dean of Student Affairs asking that Lurleen B. Wallace Community College review the decision of the Student Disciplinary Committee. The written request must be filed within five days (excluding Saturdays, Sunday and holidays) of official notification of the Committee's findings. No new evidence will be admitted in the appeal process. The Dean of Student Affairs will then make an independent decision based on all information. The Dean of Student Affairs will notify the student of that decision which is final.

Sanctions Imposed by the Student Due

Process Hearing Committee includes:

1. Exoneration – Complete dismissal of guilt on all charges against the accused.
2. Censure – A statement to the offender that he/she has violated college regulations and of the possibility of more stringent disciplinary action in the event of future violations.
3. Restitution – Reimbursement for damage or misappropriation.
4. Disciplinary Probation – Exclusion from participation extracurricular activities for a specified period of time and/or being placed on notice that subsequent violations of the Code will result in temporary or indefinite suspension.
5. Suspension – Exclusion from classes, the campus, and extracurricular activities for a specified period.
6. Expulsion – Termination of student status for a definite or an indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.
7. Community Service – Performance of duties under the supervision of local agencies or College department officials.

Conscious effort is made to assure that all college regulations are within the scope of the lawful mission of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the administration will take direct and appropriate action in any case involving the integrity of the College and the well-being of its students.

Drug and Alcohol Abuse Prevention Program

I. Introduction

It is the policy of Lurleen B. Wallace Community College that during each academic year, the information contained in this document shall be distributed to each student and employee of the College. It is further the policy of Lurleen B. Wallace Community College that during May of 1991 and every other May thereafter, a committee assigned by the President of the College shall review its Drug and Alcohol Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective; and
2. Ensure that the standards of conducts described in Part II hereof are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the Committee.

The President shall implement the Committee's recommended revisions as he/she shall deem appropriate and reasonable.

II. Standards of Conduct and Disciplinary Sanctions for Violations

Lurleen B. Wallace 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, 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, the 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.

III. Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs

A. 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. (Those provisions which refer to drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in terms of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as crystal methamphetamine, 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 at Code of Alabama (1975), Section 20-2-23, et seq.)

1. Public Intoxication is punishable by up to 30 days in jail. (Code of Alabama (1975), sec. 13A-11-10.)
2. 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.)
3. 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.)
4. 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.)
5. Driving or being in actual physical control of a vehicle while under 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).
6. 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 (1) year. (Code, sec. 13A-12-213.)
7. 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 (10) years. (Code, sec. 13A-12-213.)
8. 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.)

9. 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 a prison term of up to life. (Code, sec. 13A-12-215.)
10. Possession of a controlled substance enumerated in Schedule I through 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. 13A-12-212.)
11. Conviction for an unlawful sale of a controlled substance or, within a three-mile radius of, any educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code, sec. 13A-12-250.)
12. The use or possession with intent to use, of drug paraphernalia is punishable by up to three (3) months in jail and/or a fine of up to \$500. (Code, sec. 13A-12-260.)
13. The sale of, delivery of, or possession of with the intent to sell or deliver drug paraphernalia is punishable by not more than 10 years in prison and/or a fine of up to \$5,000. If the 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.

B. 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: (a) to manufacture, distribute or dispense or possess with intent to manufacture, distribute or dispense a controlled substance or (b) to create, distribute or dispense or possess with intent to 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
- Schedules 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 Barbitol is a Schedule IV drug. An example of a 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 (a) and (b) above are:

1. In the case of Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of Schedule I or II drug which is not a narcotic drug or in the case of Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. 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.

5. Notwithstanding subparagraphs 1 through 4 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.
6. Notwithstanding subparagraphs 1 through 4 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 fine of not more than \$25,000.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

C. Local Ordinances

The local ordinances for the cities of Andalusia, Greenville, and Opp are covered under State and Federal laws concerning drug and alcohol abuse.

IV. Health Risks of Drug and Alcohol Use and Abuse

The 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 the discoveries concerning the abusive use of drugs and alcohol.

A. Cannabis

1. Include marijuana, hashish, hashish oil and tetrahydrocannabinol (THC).
2. 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 that students do not retain 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.

B. Cocaine

1. Include cocaine in powder form and “crack” in crystalline or pellet form.
2. 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.

C. Other Stimulants

1. Include amphetamines and methamphetamines (“speed”, phenmetrazine (Preludin); Methylphenidate (Ritalin); and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, etc.
2. 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 rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure than 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.

D. Depressants

1. Include such drugs as barbiturates, methqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Mil-town, etc.
2. 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 or 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

E. Narcotics

1. Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydro-morphine (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, etc.
2. 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 narcotic develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

F. Hallucinogens

1. Include phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline, peyote and psilocybin.
2. 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 derangement. Time and body movements 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 6 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.

G. Inhalants

1. Include 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).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, and 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.

H. Designer Drugs

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy"), and analogs of phencyclidine.
2. 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, hallucinations and impaired percept.

I. Alcohol

1. 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.
2. 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.

V. Where to Get Assistance

There is help available for persons who are in need of counseling or other treatment for substance. Listed below are several agencies and organizations which can assist persons in need of such services.

A. On-Campus Assistance

Counselors at the College are available to students and employees of the College concerning information on substance abuse as well as information on, and assistance in obtaining counseling or other treatment.

B. National Toll-Free Hotlines

1. 1-800-662-HELP (24/7) Substance Abuse and Mental Health Services Administration

C. Local Information and Referral Numbers

1. First Step 428-5003
2. Crenshaw Community Hospital (334) 335-3374
3. South Central Alabama Mental Health Center Helpline (877) 530-0002

D. Treatment Facilities

The treatment facilities shown below provide alcohol and/or drug treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice-a-week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis.

Some of the listed facilities are private and some public. In most instances, the care offered at a public facility is less

expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are providing public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Bradford Health Services
Dothan Community Outreach and Intake
Location
114 Adris Pl.
Dothan, Alabama
(866) 977-7158

Crenshaw County Hospital (A/D)
Brantley Highway
Luverne, Alabama
(334) 335-3374

Spectra Care
1672 Columbia Hwy
Dothan, Alabama
1-800-951-HELP

South Central Alabama Mental Health
Center
Covington County Office
205 Academy
Andalusia, Alabama 36420
(334) 428-5040

Equity in Athletics Disclosure

All co-educational institutions of higher education that participate in any federal student financial aid program (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, and Federal Family Education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs must provide information concerning the Disclosure Act of

1994, Section 360B or Pub. L 104-382. This Act and accompanying federal regulations require that information based on the previous reporting year, be available for inspection by students, prospective students, and the public by October 1, 1996, and by October 15 each year thereafter. Copies of this report are available in the Office of the Athletic Director. Interested individuals may view this information at the following college website: <http://ope.ed.gov/athletics>

Expressive Activities by the Campus Community

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Lurleen B. Wallace Community College's implementing policy on Expressive Activities by the Campus Community is as follows:

I. Findings.

Lurleen B. Wallace Community College finds the following:

- A. A primary function of Lurleen B. Wallace 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, LBWCC will strive to ensure the fullest degree possible of intellectual freedom and free expression.
- B. It is not the proper role of Lurleen B. Wallace 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.

- C. 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.
 - D. Lurleen B. Wallace Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
 - E. Lurleen B. Wallace Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and LBWCC will not require students, faculty, or staff to publicly express a given view of a public controversy.
 - F. Lurleen B. Wallace Community College prohibits 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, Invited Speakers, and Security.
- A. For purposes of this policy, the "Campus Community" includes Lurleen B. Wallace Community 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.
 - B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Lurleen B. Wallace Community College's campuses which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.
 - C. Outdoor areas where expressive activities are not allowed include:
 - 1. Areas within 50 feet of classrooms or places of residence;
 - 2. Athletic facilities;
 - 3. Outdoor classrooms;
 - 4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
 - 5. The LBWCC Child Development Center.
 - D. Except for II.H. below, this policy does not apply to expressive activities that take place in indoor areas of Lurleen B. Wallace Community College property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by LBWCC's Use of Facilities and Services Policy, subject to the requirement that LBWCC must be open

- to any speaker whom LBWCC's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.
- E. 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 Lurleen B. Wallace Community 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. Members of the Campus Community may contact the Dean of Student Affairs may reserve outdoor spaces in advance of an event to ensure they have their first choice of location and that the event goes smoothly.
 - F. Conduct that may materially and substantially disrupt the functioning of Lurleen B. Wallace Community College or infringe upon the rights of others to engage in expressive activities may include:
 - 1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
 - 2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
 - 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, grass, shrubs, trees, flowers, or other landscaping;
 - 8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
 - 9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
 - 10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
 - 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.
 - G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.
 - H. Lurleen B. Wallace Community College may charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity. Information regarding fees can be found in the College's Use of Facilities and Services Policy.

- I. Individuals and groups who engage in expressive activity in outdoor areas on Lurleen B. Wallace Community College property are subject to LBWCC policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. LBWCC prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events. Such policies include the College's Code of Conduct, Use of Facilities and Services Policy and Smoking/Tobacco Policy.
 - J. Lurleen B. Wallace Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive 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. Disciplinary sanctions for members of the Campus Community under the jurisdiction of LBWCC who violate this subsection shall be handled through the Student Code of Conduct and the College's disciplinary action policies and procedures.
 - K. Nothing in this policy shall be construed to prevent Lurleen B. Wallace Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:
 1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
 2. Expressions that a court has deemed unprotected defamation.
 3. Harassment.
 4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
 5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
 6. An action that unlawfully disrupts the function or security of the institution.
 7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.
 - L. Complaints or questions regarding the application of this policy should be addressed in accordance with the Student Grievance Procedures and the Grievance Procedure for Employees. Questions regarding this policy should be directed to the Dean of Student Affairs.
- III. Commercial Activity on Campus
- Individuals, organizations and groups, both internal and external to Lurleen B. Wallace Community College, may not conduct commercial transactions or engage in commercial speech on LBWCC property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance in accordance with the policy on Solicitations found in section 9 of the LBWCC Policies and Procedures Manual. 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. Fundraising, including political fundraising, is considered solicitation and therefore deemed commercial speech under this policy.

IV. Policy Distribution.

This policy will be included in new student, new faculty, and new staff orientation programs. Lurleen B. Wallace Community College shall disseminate this policy to all members of the Campus Community and make this policy available in handbooks and our website.

V. Relationship to Other Policies.

This policy shall supersede and nullify any previous Lurleen B. Wallace Community College policies that could regulate speech on LBWCC campuses. However, this policy is not intended to supersede, nullify, or amend any LBWCC policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

VI. Annual Report.

Lurleen B. Wallace Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this 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 LBWCC sees fit to include.

Facilities Usage Policy

Access to Campus

The facilities and grounds of the institution are restricted to LBWCC students, employees, and invited guests of the institution, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy. A guest of the institution, whether invited by a student or employee, is approved to visit for a specific time, place, and purpose. Loitering is prohibited.

All persons on the campus of Lurleen B. Wallace Community College shall be subject to all rules and regulations of the institution applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on any campus or any off-campus center agree by such operation to be subject to institution rules, regulations, policies, and procedures for operating and parking of vehicle. Anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct of activities of the College, may be directed by an official of the institution to leave the campus or facility. If the person fails to do so, trespass charges may be made by the institution through the appropriate local law enforcement agency or court.

General Conditions for Use of Property or Facilities

LBWCC will allow the use of its facilities, when available and when the use does not conflict or interfere with normal, day-to-day

operations and activities. Use of the institution's facilities by others shall be compatible with the philosophy, mission, functions and objectives of the College. LBWCC will allow the use of its facilities in accordance with this policy, applicable laws and ordinances, established rules and regulations, and prevailing community standards of conduct and behavior. Exceptions to this policy must be approved by the President, prior to the signing of a contract.

Facilities may be used based on a priority system. A priority system is established to facilitate decisions on facilities use and applicable charges, when scheduling conflicts arise. First priority for use will be given to College events and no charge will be levied. Second priority will be given to organizations with which the College has a written partnership agreement and events co-sponsored by the College such as meetings requested by elected federal, state and local officials or municipalities; however LBWCC facilities may not be used for political campaign activities. Rental fees will not be levied, but other fees, such as clean up and damage to the property, may be charged to the user. Third priority will be given to users that are non-profit, civic, cultural, or charitable in nature. These users will be assessed applicable charges. The last priority will be given to other individuals, governmental entities, religious and other groups, professional associates, clubs, corporations, and institutions. These users will be assessed applicable charges.

In conjunction with the priority system, facilities may be used based on a rental fee schedule and established rules and regulations. A fee schedule is published to establish rates for rentable space. Detailed rules and regulations are published and available to the public via the LBWCC website.

A rental application will be used to specify contractual terms between the College and the applicant.

Campus property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities, except when a rental or lease agreement is negotiated and the institution receives a fair rental value for the property or facility used. Rental or lease agreements may be required for nonprofit activities of non-affiliated groups, organizations or individuals; however, rental charges for such use may be reduced or waived at the discretion of the President. Rentable space is defined as all space that may be available after the academic needs of the institution have been met.

Use of campus property and facilities, pursuant to prior approval, for meetings or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards. Smoking and the use of tobacco products inside College facilities is prohibited. Smoking is only allowed outside in designated areas. According to Public Law 100-690, no alcoholic beverage, illegal drugs, or controlled substances are allowed on the premises of LBWCC at any time. Firearms are prohibited on campus or on any other property operated by the College, except by law enforcement officers legally authorized to carry such weapons, who are officially enrolled in classes or are acting in the performance of their duties, or for an instructional program in which firearms are required equipment. Illegal gambling while using College facilities is prohibited.

Ample time, agreed upon by both parties, will be allowed for decorating the facility prior to the event. No nails, tacks, staples, hot glue, Velcro, cellophane, or duct tape are allowed

in walls, ceilings, doors, or furniture. No decorations may be attached to, or obscure the sprinkler heads, exit signs, fire alarm or other necessary fixtures. Use of candles, smoke machines, fog machines, and any other open flames are prohibited. Glitter and confetti are prohibited. Coffee, condiments, tablecloths and paper products are not provided by LBWCC. Furniture may not be removed from the facility.

The responsibility for damage shall be assumed by the user. A damage deposit may be required at the time a request is made to use a College facility. Adequate liability insurance carried by the user may be required by the institution prior to the event naming the institution as an “additional insured.”

Rental rates for the Student Center Classroom are available in the Student Affairs Office on the Andalusia Campus, rental rates for the Dixon Center Theater and Conference Center are available in the office of Instructional and Information Technology on the Andalusia Campus, rental rates for facilities on the MacArthur Campus are available in the office of the Director of College Facilities and Maintenance on the MacArthur Campus, rental rates for the Wendell Mitchell Conference Center are available in the office of the Director of the Greenville Campus on the Greenville Campus. The rental charge covers only physical plant related costs, such as custodial services or utilities. Charges for use of equipment and operators are not included. Additional charges may be necessary if special arrangements of furniture or personnel are required, exceptions may be made with the approval of the President.

If outside groups are to use LBW Community College facilities, maintenance personnel must be notified in advance.

No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or in any building or facility, when:

1. A determination by the appropriate official of the institution is made that the requested use would cause substantial disruption or interference with the normal activities of the institution conducted in the course of its lawful mission, processes, and functions.
2. A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies and regulations of the Alabama Community College System Board of Trustees or the institution.
3. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration.
4. The applicant or sponsor of the activity has been responsible for violation of subparagraphs (1), (2), or (3) above during a previously registered use of campus property or facilities, or has violated any conditions or assurances specified in a previous registration application, and the institution has reasonable cause to believe such violation will reoccur.
5. Approval for use of the property or facilities has previously been given to another group, organization, or individual for the time(s) and location(s) requested.
6. Use of the property or facilities requested would be impossible due to setup time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or

after the requested use, or due to other extenuating circumstances.

7. The activity is of such nature or duration that it cannot reasonably be accommodated.
8. The activity creates or would create a danger, or dangerous condition.
9. Such use conflicts or would conflict with existing contractual obligations of the institution.
10. The President of the College retains powers of veto regarding approval/appeal or denial of requests for utilization of campus facilities.

Those persons or groups interested in renting facilities are encouraged to plan their event as far in advance as possible. A signed rental agreement and the appropriate deposit / payment are required of all users of LBWCC facilities prior to occupying the premises. All fees must be paid to LBWCC in order for the user's event to be scheduled and space reserved. Checks must be made payable to LBWCC.

Cancellation notice requirements are described on the facilities rental agreement. Cancellation notice provided less than forty-eight (48) hours from the time of the event will result in forfeiture of all rental refunds.

The lessee is responsible for cleaning the rental area. It is the responsibility of the lessee to remove all decorations, collect all trash/garbage into trash bags, sweep floors, vacuum carpet if applicable, and mop all spills. Trash cans, can liners, brooms and mops will be available. Failure of the lessee to properly clean the facilities will result in forfeiture of the cleaning deposit and can result in the lessee no longer being allowed to use the facilities.

LBWCC reserves the option to retain food and beverage concessions.

Damage to any facility occurring while being used or leased will be repaired and all costs will be applied to the rental deposit. Any cost beyond the rental deposit will be invoiced to the lessee.

In the event of a disaster or emergency of any kind, LBWCC has the right, as it may determine in its sole discretion, to suspend or terminate any event.

As a condition to the leasing of facilities, LBWCC requires evidence of appropriate liability insurance, if applicable.

Anyone leasing LBWCC facilities or any event attendees must observe all parking regulations.

LBWCC assumes no responsibility for any property placed on the premises and will assume no liability for any loss, injury, theft, or damage to property.

LBWCC does not provide security for outside users.

Exterior doors should be closed, other than for entry or exit to maintain a proper temperature.

Organizations or individuals leasing or otherwise utilizing any facility of LBWCC may use the college name only insofar as necessary to provide directions to the location. Any other use will void any and all contracts for the use of LBWCC facilities.

Federal Family Educational Rights and Privacy Act (FERPA) Disclosure of Directory Information

Lurleen B. Wallace Community College annually informs students of the Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, 20, U.S.C. 1230,

1232g). This Act, with which the institution fully complies, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. Students also 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.

The Federal Family Educational and Privacy Rights Act of 1997 allows the disclosure of "Directory Information" by the College about a student. This information includes the following:

The student's name, address, telephone listing, email listing as provided by the student, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, level of education, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and names of persons receiving non-need based financial assistance from the College.

Policy on Privacy Rights of Students

The educational records of an eligible student shall be accessible to the student. An eligible student desiring access to his or her educational records shall make a request in writing to the Director of Admissions and Records. These rights include the following:

1. Right to inspect and review the content of those records in the presence of an appropriate Lurleen B. Wallace Community College

official.

2. Right to obtain copies of those records.
3. Right to a response from the College to reasonable requests for explanations and interpretations of those records.
4. Right to add any explanations to records of the eligible student.
5. Right to a hearing to challenge the content of those records.

Records not available to an eligible student include the following:

1. Financial records of parents of the student or any information contained therein.
2. Confidential letters and statements of recommendation, which were placed in the educational records prior to January 1, 1975.
3. Any information for which student has signed waiver of rights.

Challenges to the content of records include the following:

1. Any dispute with an eligible student regarding the content of his or her educational records will be settled, if possible, through informal meetings with the Director of Admissions and Records and/or the Dean of Student Affairs.
2. If the dispute is not settled through an informal process, either the student or the appropriate official of the College may make a request for a formal hearing on the matter.

Release of Records

An eligible student may request in writing to the Director of Admissions and Records that directory information may not be made accessible to any party with the exception of

other college officials and instructors who have a legitimate educational interest in such records, officials of other schools in which the student seeks and intends to enroll, the Comptroller General of the United States, the Secretary of HRS, the U.S. Commissioner of Education, or authorized stated educational authorities (the appropriate authorities in connection with such information are specifically required to be reported or disclosed by state law adopted prior to November 19, 1974) accrediting organizations in order to carry parents as defined in Section 152 of the Internal Revenue Code of 1954, in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that an effort is made by the institution in advance of the compliance, organizations, conducting studies for or on behalf of educational agencies if such studies are conducted in such a manner as not to permit the personal identification of students and their parents to persons other than those representing such organizations.

Information other than directory information may be made available to the student or party who wishes information released by written consent of the eligible student. The written request must be signed by the student, must be dated, must specify record to be released, must give reason for release, and must give names of parties to whom such record will be released.

Lurleen B. Wallace Community College shall not prohibit the restriction of the release of education or personally identifiable information if the release of this information is necessary to protect the health and/or safety of the student and/or the institution. No personal information about a student will be released without a written statement to the party receiving this information that no other party is to have access to such information

without the written consent of the eligible student.

Student Grievance Procedures (General)

Lurleen B. Wallace Community College recognizes that in order to efficiently and effectively carry out its mission, 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 authorities. Therefore, the following procedures for resolving all such complaints and grievances (excluding Civil Rights complaints) have been adopted by the College.

Initial Steps to Resolve a Complaint

1. Students: Any student of the College who wishes to make a complaint shall report that complaint by completing the *LBWCC Student Grievance form* and submitting it to the Dean of Student Affairs. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

2. Plan of Resolution: If the student's complaint cannot be resolved immediately but requires instead a "plan of resolution," the Dean of Student Affairs shall submit a written report to the President. 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.

3. Grievance Appeal Procedures: A student who submits a *LBWCC Student Grievance form* and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) business days shall have the right to file with the Dean of Student Affairs a written appeal statement detailing the grievance. The written appeal statement shall

include at least the following information:

- Date the *LBWCC Student Grievance form* was submitted;
- Facts of the complaint; and
- Action taken if any, by the receiving official to resolve the complaint.

The appeal statement may also contain other information relevant to the grievance which the Grievant wants considered by the Dean of Student Affairs. The Dean of Student Affairs shall provide copies of the *LBWCC Student Grievance form* and appeal statement to the President.

4. Investigation, Hearing, and Findings: The College shall have thirty (30) calendar days from the date of the receipt by the Dean of Student Affairs of the appeal to conduct an investigation of the allegation(s), hold a hearing (if requested), and submit a written report to the Grievant of the findings arising from the hearing. The Dean of Student Affairs shall report the hearing findings to the Grievant by either personal service or certified mail sent to the Grievant's home address. The findings will also be provided to the President.

- **Investigation Procedures:** The Dean of Student Affairs 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 Dean of Student Affairs shall be stated in a written report which shall be submitted to the Grievant and to the party against whom the grievance 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. The Dean of Student Affairs shall for the hearing record present publications or verified photocopies containing relevant statutes, regulations, and policies. In the event that the Grievant does not request a hearing, the Dean of Student Affairs report and a recommendation for resolution of the complaint shall be filed with the President, and a copy provided to the Grievant and Respondent.

5. Hearing Procedures: In the event that the Grievant requests a hearing within the time frame designated by the Dean of Student Affairs, the Dean of Student Affairs 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. 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 Dean of Student Affairs 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 cost, the 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 or use an attorney unless the Grievant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or an audio or videotape 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.

Report of Findings and Conclusions of Law

Following the hearing, there shall be a written report to the Dean of Student Affairs and the President of the findings of the hearing officer or the chair of the committee, and the report shall contain at least the following:

- Date and place of the hearing
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance;
- Conclusions of law, regulations, or policy relevant to the grievance; and
- Recommendation(s) to the President arising from the grievance and the hearing thereon.

6. Final Appeal: The Dean of Student Affairs shall submit a completed report to the Grievant and the Respondent(s) and shall

include a copy of the report to the hearing officer/committee. The Grievant shall have the right to a final appeal of the decision of the hearing officer or committee to the Dean of Student Affairs provided that:

1. A notice of final appeal is filed with the Dean of Student Affairs within fifteen (15) calendar days following the Grievant's receipt of the committee report.
2. The notice of final appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the hearing officer or committee.

If the final appeal is not filed by the close of the business on the fifteenth (15) day following the Grievant's receipt of the report, the Grievant's right to appeal shall be forfeited.

Dean of Student Affairs' Review

The Dean of Student Affairs shall have thirty (30) calendar days from his/her receipt of the notice of final appeal to review and investigate the allegations contained in the grievance, to review the hearing record, and to file a report of the findings of fact and conclusions of law. The Dean of Student Affairs shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings arising from the College grievance hearing. The Dean of Student Affairs' report shall be served to the Grievant and Respondent at their respective home addresses. The decision of the Dean of Student Affairs is final.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System. Information regarding student complaints to the Alabama Community College System can be found at:

<https://www.accs.edu/student-complaints/>

Furthermore, out-of-state distance education students may also utilize the link below to find information on how to file a complaint with

the appropriate agency within the student's state of residency.

<https://www.nc-sara.org/student-complaints>

LURLEEN B. WALLACE COMMUNITY COLLEGE

Student Grievance Form

Submit this form to the Dean of Student Affairs in person in the Jeff Bishop Student Center, Andalusia campus; via fax to (334) 881-2201; or via email to jjessie@lbwcc.edu.

COMPLAINANT INFORMATION

Name: _____

Address to send correspondence: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Name of the person/s your grievance is against: _____

What date/s did the actions occur: _____

What do you allege occurred? (Please be specific, provide details and use the reverse of this sheet if needed.) _____

Is there a specific law or College/ACCS policy/guideline you believe has been violated? If so, which one/s?

In your opinion, what can be done to reasonably resolve this grievance? _____

Print Name

Date

Signature

This section should be completed by the Dean of Student Affairs.

Signature

Date Form Received

Student Grievance Procedures (Civil Rights)

This grievance procedure is established to provide recourse for any student who feels that his/her civil rights have been violated. This procedure is intended for all civil rights, except for sexual misconduct (See Sexual Misconduct Policy), as set out in the following legislation:

Title VI and Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act) Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973 The Americans with Disabilities Act of 1990.

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problem that may arise affecting students in their dealings with this institution. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

For the purpose of this procedure, a grievance is a claim by a student or prospective student who cites a failure of the institution to comply with civil rights legislation.

Steps to be followed in Processing Civil Rights Grievance Procedure

Within ten (10) working days of an alleged violation, the complainant may arrange for a conference with the Dean of Student Affairs of the institution, and thereby try to resolve the complaint immediately and informally. If the complaint is not resolved to the satisfaction of the Complainant, he/she may pursue the following steps:

1. The original and two copies of Grievance Form A must be filed with the President or his designee

within thirty (30) calendar days following the date of the alleged civil rights violation (s). The alleged violation(s) must be clearly and specifically stated (Grievant is advised to keep a copy of all forms used).

2. The President of the institution or his designee will have thirty (30) calendar days following date of receipt of Grievance Form A to investigate and study Grievant's allegation, hold a formal hearing, and make a written report of findings to Grievant. **This report must be mailed to grievant by certified mail, return receipt requested.**
3. Grievant must, within fifteen (15) calendar days, following receipt of the President's or his designee's report, file with the President or his designee written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Grievant must state clearly and specifically on Form B the objections to the findings and/or decisions of the President or his designee. Copies of Form B must be provided to the President or his designee and the Chancellor of the Alabama Community College System. If the Grievant fails to file notice of appeal by 5 p.m. on the fifteenth (15th) calendar day following receipt of the President's report, the right to further appeal will be forfeited. If a settlement is not reached at the local level, a student grievant may also contact the College's accrediting agency (address available from the Civil Rights

Coordinator).

4. The Chancellor or his designee will thirty (30) calendar days following date of receipt of Grievant's notice of appeal to investigate and study Grievant's allegations and the report of the President or his designee of the institution and make a written report of findings to grievant. **Grievant's copy must be mailed to his/her home address by certified mail, return receipt requested.**

NOTE: Grievant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties shall have the right to legal counsel and to produce witnesses in their own behalf. If the last days for filing notice of

appeal falls on either Saturday, Sunday, or legal holiday, a Grievant will have until 5 p.m. the first working day following the fifteenth (15th) calendar day period to file.

The Civil Rights Coordinator at Lurleen B. Wallace Community College is:

Dean of Student Affairs
Lurleen B. Wallace Community College
1000 Dannelly Blvd., P.O. Box 1418
Andalusia, Alabama 36420

The regional office for the Office for Civil Rights for the state of Alabama is:

Office for Civil Rights
U.S. Department of Education
61 Forsyth Street, S.W., Suite 16T70
Atlanta, GA 30303-8927
(404) 974-9406

Appeal

Form B

DATE: _____

TO: Mr. Jimmy Baker, Chancellor
Alabama Community College System
P. O. Box 302130
Montgomery, Alabama 36130-2130

FROM: _____

ADDRESS: (home) _____

SUBJECT: ALLEGED VIOLATION

GRIEVANCE: _____

INSTITUTION: _____

Appeal Statement(s)

Signature: _____

Information Technology Policies and Procedures

Acceptable Use Policy

These guidelines are to assist with the interpretation and administration of the Acceptable Use Policy for Information Technology Resources. They outline the responsibilities each student and employee assumes when using information technology resources. Lurleen B. Wallace Community College provides access to computer equipment and resources necessary to support the educational mission of the College. Access to college information systems is granted to students and employees as a privilege and, as such, imposes certain responsibilities and obligations. The purpose of the information technology resources is to provide educational resources for the College's students and employees.

The College expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, college policies and standards, and to limit their use of information resources to the educational purposes and legitimate business of the College. This policy applies to all users of the College's information technology resources including faculty, staff, students, guests, organizations, and individual accessing external network services, such as the Internet via college facilities. **By using the College's information resources, users, agree to abide by these policies and procedures.**

Violations of this policy may result in suspension or revocation of utilization privileges, administrative discipline, or immediate termination/dismissal of the

violation's relationship with Lurleen B. Wallace Community College, and could lead to criminal and civil prosecution. Every member of the College community has an obligation to report suspected violations of the Acceptable Use Policy for Information Technology Resources.

Reports should be directed to the department responsible for the particular system involved. College information technology usage policies apply to all users and are applicable to all telephones, computer hardware, software, networks peripheral devices, data and any other components connected to or associated with the College's computer systems, including access to the Internet and the use of electronic mail. The College will not be held liable for the actions of the College computer users when those actions are inconsistent with the policies and procedures set forth here.

The College makes no representation concerning the availability of computer resources, the privacy of material, or the integrity and/or retrieval ability of material placed on these resources. The College is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. Acceptable use of the College's Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here, which violates local, state, federal laws, or the **AREN Acceptable Use Policy**, is also considered a violation of this Acceptable Use Policy.

User Responsibilities

Use of the College's information technology resources is permitted based on acceptance of the following specific responsibilities:

Use only those information technology resources for which you have permission.

Example: It is unacceptable

- to use resources you have not been specifically authorized to use,
- to use someone else's account and password or share your account and password with someone else,
- to access files, data, or processes without authorization,
- to access files or data that are not publicly available,
- to purposely look for or exploit security flaws to gain system or data access,
- to obstruct the operation of the College's computer systems,
- to insert inappropriate objects into disk drives,
- to tamper with cables,
- to add or delete files or software without authorization,
- to change computer or network settings without authorization,
- to display or print materials of sexually explicit or discriminatory nature,
- to use information technology to violate any other college policy or procedure, to use information technology for illegal or criminal purposes that violate federal, state, or local laws.

Use information technology resources for their intended purpose.

Example: It is unacceptable

- to send forged email,
- to use electronic resources for harassment or stalking other individuals,
- to send bomb threats or hoax messages,
- to send chain letters that may interfere with the system's efficiency,
- to intercept or monitor any network

communications not intended for you,

- to use computing or network resources for commercial advertising or other commercial purposes,
- to use computing or network resources for the promotion of other external organizations not related to the mission of the College,
- to attempt to circumvent security mechanisms,
- to use privileged access for other than official duties,
- to use former privileges after graduation, transfer, or termination.

Protect the access and integrity of information technology resources and the privacy of others.

Example: It is unacceptable

- to access or attempt to access another individual's password or data without explicit authorization,
- to access or copy another user's electronic mail, data, programs, or other files without permission,
- to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language,
- to use threatening, intimidating or vulgar behavior toward lab assistants, work study students or staff,
- to continue sending email messages to someone after being told to stop,
- to post derogatory information or statements about a person.

Abide by applicable laws and college policies, and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Example: It is unacceptable

- to make more copies of licensed software than the license allows,
- to plagiarize works that you find on the Internet,
- to upload, download, distribute, or possess pornography,
- to violate copyright laws, including the use of images, programs, sounds, and test,
- to upload, download, or distribute copyrighted materials including, but not limited to, software, music and movies, for which the user does not have the permission from the owner to do so.

Laboratory Usage Policy

- Computer laboratories will be closed on all state holidays and breaks between semesters.
- Labs will have a schedule on the door listing the posted hours of operation. These hours will vary from lab to lab and semester to semester. These labs will only be open during the posted hours.
- After hours students may use the Library for computer access.
- Instructors may have to unlock the lab for your class and will be expected to lock the lab back unless a class is scheduled to follow yours.
- Maintenance staff and instructors should lock lab found open outside of the posted hours of operation.
- During class time instructors should only allow students enrolled in class to access the lab.
- If the lab usage policy conflicts with student needs and access, students should see the Associate Dean of

Instructional and Information Technology.

- Labs will only be open outside of the posted hours on a case by case basis. For example: If a student must complete an assignment, the instructor could open the lab as long as the instructor locks the lab once the student is finished.
- **THESE POLICIES WILL BE ENFORCED.**

INTELLECTUAL PROPERTY POLICY

The College defines intellectual property as works, discoveries, or findings that are intellectual or creative in nature.

Employees

The following policy applies to all full-time and part-time faculty and staff, as well as to individuals who have contracted with the College to perform services:

LBWCC owns all intellectual property, including but not limited to any copyrighted, trademarked, or patented works that are fully or partially created by employees on institution time or with the institution's resources, such as equipment, facilities, and supplies. Revenue generated from the sale or distribution of such intellectual property belongs to the College.

The employee retains the rights to any copyrighted, trademarked, or patented works that are not created on institution time or with the institution's resources. Employees who anticipate creating a piece of intellectual property on their own time shall submit a completed Notification of Secondary Employment form prior to beginning work in order to avoid potential conflicts over ownership rights of that material.

Students

The following policy applies to all full-time and

part-time students:

Ownership of any intellectual property created by a student enrolled at the College such as written compositions, musical scores, sculptures, paintings, photographs, films, audio or video recordings, and computer software, shall be vested in the student unless the student has created this intellectual property in the course of employment by the College. Students who are employed by the College (e.g., tutors, Work Study students) are subject to the employee policy noted above.

When a student submits work as a course requirement, the College is granted a perpetual, royalty-free license by the submitting student to make copies of the work and to distribute copies to faculty, staff, or students for administrative and educational purposes.

The College and its students recognize that some intellectual property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the intellectual property may not be the exclusive property of the student.

When a student's work has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

Resolution of Disputes

In cases where ownership of intellectual property is uncertain, the President will establish an ad hoc committee to review the details of the case and make a final determination regarding rights to the material.

LBWCC Copyrighted Materials and Higher Education Opportunity Act

Copyright Compliance Information

Lurleen B. Wallace Community College respects the intellectual property rights of others seriously and expects students, faculty, and staff to do so as well. It is the responsibility of all members of the Lurleen B. Wallace Community College to make a good faith determination that their use of copyrighted materials complies with the **United States Copyright Law**.

Proper use of copyright materials also extends to electronic resources available on the Internet. Anyone using LBWCC computing and network resources consents to the IT Acceptable Use Policy. The policy outlines the responsible use of all LBWCC computing and network resources. It states users are expected to abide by guidelines, including "respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities, and pertinent laws, college policies and standards and to limit their use of information resources to the educational purposes and legitimate business of the College." Making unauthorized copies of licensed software or copyrighted material is prohibited. Persons who violate the IT Acceptable Use Policy, as well as other policies regarding the use of copyrighted materials, may be subject to suspension or revocation of utilization privileges, administrative discipline, or immediate termination/dismissal of the violator's relationship with Lurleen B. Wallace Community College, and could lead to criminal and civil prosecution.

Penalties for Copyright Violations

Under federal law, a person found to have infringed upon a copyrighted work may be liable for actual damages and lost profits attributable to the infringement and statutory

damages from \$200 up to \$150,000. The copyright owner also has the right to permanently enjoin an infringer from further infringing activities and the infringing copies and equipment used in the infringement can be impounded and destroyed. If a copyright owner hired an attorney to enforce his or her rights, the infringer of a work may also be liable for the attorney's fees as well as court costs. Finally, criminal penalties may also be assessed against the infringer and could include jail time depending upon the nature of the violation. Students are also responsible for observing the policies, rules, and regulations of Lurleen B. Wallace Community College. Failure to show respect for duly established laws or regulations will be handled by the Dean of Student Affairs in accordance with the Student Code of Conduct.

System Administrators Responsibilities

Systems administrators and providers of college information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence unless it relates to a violation of the security of the system.

Although information technology providers throughout the College are responsible for preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are urged to take appropriate precautions such as safeguarding their account and password and promptly reporting any misuse or violations of the policy.

Live Work Policy

Live Work is work performed by students in the technical program shop or laboratory area, relative to that specific technical program, for individuals or other entities upon request and for which fees are charged. Live work projects include service, repair, or production and are usually done on the college campus. Approved work project, however, may be performed at a job location.

Live work is performed as specific projects for individuals and organizations. The scope and extent of each project must be well defined before acceptance. Live work projects can be conducted for the following:

1. Employees and students of the College
2. Tax-supported programs and institutions
3. Charitable organizations that are supported by donations
4. State employees
5. Persons directly connected with education

Charges for live work include the costs of parts and materials plus twenty (20) percent and sales tax. All charges must be paid to the Business Office and a receipt for payment is issued. Before an item can be removed from campus, this receipt must be presented to the instructor of the department that completed the work. The person, who signs the work order, whether for himself or herself, an institution, or an organization, is responsible for all costs involved.

To avoid competition with private enterprise, live work is restricted as follows:

1. Live work is done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.

2. Live work cannot be performed for any program, organization, institution or individual that would profit financially as a result of the work.
3. No person, regardless of his or her connection, shall use the College for personal gain or profit.

Restrooms/Locker Rooms Use Policy

All Lurleen B. Wallace Community College restrooms and locker rooms are designated separately for women or men unless otherwise posted. Any individual using a restroom or locker room designated for the other biological sex shall be subject to discipline. For individuals with exceptional circumstances or privacy concerns, a single use/unisex restroom is available on each of our campuses.

Room Assignments for Overnight Student Travel Policy

Lurleen B. Wallace Community College (LBW) is committed to enhancing students' learning opportunities through a variety of activities that may require travel away from the college and possible overnight stay. This policy establishes the guidelines and responsibilities for room assignments for overnight travel that involves LBW students.

Employees responsible for student groups that will be traveling should follow the established "Authorization for Group/Field Trips" procedure prior to travel. If the event or activity will require overnight stay, the responsible employee must assign students to rooms prior to departure. Students shall share rooms only with students of the same biological sex. In exceptional circumstances, individuals may request single accommodations.

An itinerary and room assignment list must be submitted to the Dean of Student Affairs prior to departure from campus.

Saints' Email Policy

1. College use of email

Email is a mechanism for official communication within Lurleen B. Wallace Community College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of this process, the department of Instructional and Information Technology is responsible for directing the use of the official student email. See, Guidelines for the Use of Official Student Email for details.

2. Assignment of student email

College email accounts are available for all enrolled students. The addresses are all of the form [Name]@se.lbwcc.edu. These accounts must be activated before the College can correspond with its students using the official email accounts. The student can log in and manage their account through the LBWCC website.

3. Redirecting of email

If a student wishes to have email redirected from their official @se.lbwcc.edu address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers.

Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @se.lbwcc.edu account

4. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with College related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communications via email.

5. Authentication for confidential information

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through myLBWCC portal which is password protected. In these cases, students will receive email correspondence directing them to myLBWCC, where they can access the confidential information only by supplying their login credentials. The confidential information will not be available in the email message.

6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the

"reply" command during email correspondence.

7. Educational uses of email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @se.lbwcc.edu accounts are being accessed, and faculty can use email for their classes accordingly.

8. General Use

LBW Community College provides access to computer equipment and resources necessary to support the educational mission of the college. Access to College information systems is granted to students and employees as a privilege and, as such, imposes certain responsibilities and obligations. The purpose of information technology resources is to provide educational resources for the College's students and employees. All students using official student email addresses must adhere to the Information Technology Acceptable Use Policies.

Sexual Misconduct Policy

Title IX Sexual Harassment Complaint Procedures

A. INTRODUCTION

Lurleen B. Wallace 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. Lurleen B. Wallace 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:

Lisa Carnley (Employees)
Chief Financial Officer
Andalusia Campus
George C. Wallace Administration Building
1000 Dannelly Blvd.
Andalusia, AL 36420
334.881.2216
lcarnley@lbwcc.edu

Tammye Merida (Students)
Associate Dean, Career Technical
Education
MacArthur Campus
1708 N. Main Street
Opp, AL 36467
334.493.5357
tmerida@lbwcc.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: 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.lbwcc.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 on 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, domestic violence or sexual assault.

Definitions of Sexually Based Offenses

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 Local Domestic Violence Services or 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. 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 a sexual harassment incident to the 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 the College's 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, the reason for dismissal within five (5) business days of the decision to dismiss the complaint and the Complainant's right to Appeal, if applicable.

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.

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 rests on the College and not on the parties.

The Title IX investigator will notify the Complainant 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 of 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.

Creditability 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 ten (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.

J. LIVE HEARING PROCEDURE

Upon completion of the final investigative report, the Hearing Decision Maker(s) will schedule a live hearing. The Hearing Decision Maker(s) will have completed Decision Maker training during the current academic year. If there are multiple Hearing Decision Maker(s), one shall be designated as the Primary Decision Maker. The Hearing Decision Maker(s) will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, and witnesses named in the final report of the live hearing date. 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 an 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 Maker(s), are able to see and hear the party or witness answering questions in real-time.

The Hearing Decision Maker(s), 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 Hearing Decision Maker(s), 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. Neither party may dismiss a College appointed advisor.

The hearing process will consist of:

- Opening statement by Hearing Decision Maker (or Primary Decision Maker)
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Decision Maker (or Primary Decision Maker)

- Review of potential hearing outcomes and sanctions by Hearing Decision Maker (or Primary Decision Maker)
- 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 Decision Maker (or Primary Decision Maker)
- Closing statement by Hearing Decision Maker (or Primary Decision Maker)
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Decision Maker (or Primary Decision Maker) shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Decision Maker (or Primary Decision Maker) 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 Maker(s) 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 Maker(s) 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 Maker(s) 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 Maker(s) 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 Hearing Decision Maker(s). The Hearing Decision Maker (or Primary Decision Maker) will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Hearing Decision Maker (or Primary Decision Maker) determines that the question is not relevant, the Hearing Decision Maker(s) (or 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.

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 Decision Maker (or Primary Decision Maker) shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Hearing Decision Maker(s) 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 Hearing Decision Maker (or Primary Decision Maker) will submit the hearing report to the Title IX Coordinator within ten (10) business days of the live hearing.

The Title IX Coordinator will submit the hearing report simultaneously to the 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 Lurleen B. Wallace Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Hearing Decision Maker(s). The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Hearing Decision Maker(s), 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 (or his/her designee) review the decision of the Hearing Decision Maker(s). 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. § 106.45(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 circumstances or as may be otherwise agreed by the parties.

If the Complainant 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:

- i. 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;
- ii. obtains the parties' voluntary, written consent to the informal resolution process; and
- iii. 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 in 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.

M. RANGE OF POSSIBLE SANCTIONS

On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

- Disciplinary Reprimand
- Disciplinary Probation
- Disciplinary Suspension
- Class Suspension
- Library Suspension
- Disciplinary Expulsion
- Payment of Damages
- No Trespass Order
- No Contact Order

For Employees:

- Oral warning

- Written warning
- Letter of reprimand
- Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, or retaliation
- Mandatory referral for psychological assessment and compliance with any resulting treatment plan
- Restriction of responsibilities
- Reassignment or transfer to another department
- Suspension without pay
- Final written warning
- Dismissal/termination of employment
- No trespass order may be issued for individuals who have been accused of and/or

For Individuals other than employees or students:

1. A no trespass order may be issued for individuals who have been accused and/or found in violation of sexual harassment.
2. A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

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.lbwcc.edu/footer-links/title-ix.

Smoking/Tobacco Policy

As of June 1, 2020, Lurleen B. Wallace Community College is smoke-free and tobacco-free. "Smoking" includes inhaling, exhaling, burning, carrying, or possessing any lighted product, including cigarettes, cigars, pipe tobacco, or any other lit product. "Smoking" also includes the use of electronic cigarettes or similar devices. "Tobacco" includes smokeless tobacco, including, but not limited to, products known as dip, chew, snuff, or snus.

All locations of Lurleen B. Wallace Community College are smoke-free and tobacco-free, including instructional sites, campuses, housing, athletic facilities, grounds, parking lots, and vehicles owned, leased, or rented by the College. All College employees, students, visitors, vendors, and contractors are required to comply with this policy, which will remain in force at all times.

Furthermore, this policy prohibits any smoke and/or tobacco-related advertising or sponsorship from appearing in any publication produced by the College or by any club, team, organization, or association authorized by LBWCC.

Each faculty or staff member will be responsible for enforcing the policy in his/her area. For those people interested in finding a program or method to stop smoking, the College will retain information regarding such methods and programs. This information may be obtained from the Student Affairs Office or the Learning Resource Center for students and from the Human Resources Office for employees. See the Alabama Community College System Board of Trustees Policy 514.01: Use of Tobacco Products.

Student Name Change Policy

Students are required to provide their official legal name at the time of application to Lurleen B. Wallace Community College. Name change requests must be submitted in writing to the Office of Admissions and Records and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Admissions and Records, Lurleen B. Wallace Community College, P.O. Drawer 1418, Andalusia, AL 36420.

Current or former students may submit a "Change of Student Information" form along with appropriate legal documentation. Acceptable documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

Student Publications Policy

The purpose of the student publications policy is to provide guidance to students in developing student publications, specifically a student newsletter. A student newsletter is a collection of information about the happenings

of Lurleen B. Wallace Community College and will be utilized to assist in keeping the student body informed on campus activities and issues.

Policies applying to student publications include the following:

1. In all phases, student publications shall be published, so as to reflect credit upon Lurleen B. Wallace Community College, as an institution, and upon the student body.
2. Principles of sound business practice will be followed.
3. Recognized principles of journalism ethics will be followed, including the following practices:
 - a. Student publications should be edited in a spirit of tolerance, restraint, and good will, both in its attitude toward persons on and off campus.
 - b. Recognizing the fact that student publications have circulation off-campus, care should be taken to follow standards of good taste. Vulgar, crude, and uncouth expressions have no place in publications and will not be published.
 - c. The editor and advisor shall be conscientious to avoid libelous statements.
4. Publications must be submitted at least two (2) weeks prior to printing for approval by the Dean of Student Affairs.
5. Advertisements must be approved in advance by the advisor and may not include advertisements for alcoholic beverages, tobacco products, political candidates or other advertisements that are in any way offensive to the

staff, students, or community.

Social Media Policy

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Lurleen B. Wallace Community College has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, LinkedIn, Twitter, Snapchat and YouTube.

Lurleen B. Wallace Community College created a Facebook page in 2009, and the College welcomes your questions, comments, and concerns. Our goal is to provide a community where friends of LBWCC can share content, ideas, and experiences and find helpful information. To keep the site fun and lively, we ask that you respect the rules of the social media site as well as the rules listed below. ***The College reserves the right to remove posts that do not comply with these rules.***

Be respectful

Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and/or the College and its institutional voice. The College is committed to respecting the dignity of others and to the civil and thoughtful discussion of opposing ideas. It is okay to voice a complaint or disagree with another post, but please do so in a polite and constructive

manner. ***Obscenities, personal attacks, and defamatory comments about any person, group, organization, or belief will be removed.***

Remember your audience

Be aware that a presence in the social media world is or can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups. On personal sites, identify your views as your own. If you identify yourself as an LBW Community College faculty or staff member online, it should be clear that the views expressed are not necessarily those of Lurleen B. Wallace Community College.

Be accurate

Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of LBWCC in any capacity. ***The College will correct or remove factual errors.***

Focus on LBWCC, and do not spam

Please keep your posts relevant to LBWCC and its students, faculty, staff, and alumni. Do not use this site to promote businesses, causes, or political candidates. If you are part of the LBWCC community, it is okay to post a link to your LBWCC-based group, or to invite community members to vote for you in an online contest, as long as you do not do it every week. ***Excessive posts will be removed.***

Posts by non-LBWCC organizations will be deleted.

This includes, but is not limited to:

- Discounts offered to LBWCC students, alumni, or employees

- Promotions for non-LBWCC events
- Promotions by non-LBWCC organizations, including political, religious, and activist groups.

Protect your privacy

Your comments are visible to all. Never include your personal information, such as phone number, e-mail address, or other personal information in a post. If you want individual follow-up, send a message through the site to a page administrator. LBWCC's administrators are the Public Information Officer and Director of Marketing and Development, Maggie Jones (334-881-2221), and the Director of Recruitment, Heather Owen (334-881-2282).

LBWCC is not responsible for the content of any website outside of the lbw.edu domain. The inclusion of any non-LBWCC link, whether by a LBWCC employee or anyone posting on the site, does not imply endorsement by Lurleen B. Wallace Community College of that website.

Posts by page administrators or any other comments on the site do not necessarily reflect the opinions and positions of LBWCC. ***It is important to understand that you are legally responsible for the comments you post.***

Your commitment

By posting any comments, links, or other material on LBWCC-sponsored websites, you give LBWCC the irrevocable right to reproduce, distribute, publish, display, edit, modify, create derivative works from, and otherwise use your submission for any purpose in any form and on any media. You also agree that you will not post the following:

1. Post material that infringes on the rights of any third party, including

intellectual property, privacy, or public rights.

2. Post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful, or embarrassing to any other person or entity as determined by LBW Community College in its sole discretion.
3. Post ads or solicitations of business.
4. Post the same note more than once ("spam").
5. Post chain letters or pyramid schemes.
6. Impersonate another person.
7. Allow any other person or entity to use your identification for posting or viewing comments.

Protect confidential and proprietary information

Do not post confidential or proprietary information about Lurleen B. Wallace Community College, students, employees, or alumni. Employees must follow the applicable federal requirements such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (health information privacy) and adhere to all applicable college privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.

Photography

Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800 x 600 resolutions to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing. Remember that the policies of LBW Community College related to using images apply online as well as in print. Contact Maggie Jones, Public Information

Officer and Director of Marketing, at 334-881-2221 with questions.

Respect copyright and fair use

When posting, be mindful of the copyright and intellectual property rights of others and of LBW Community College. Direct any questions about fair use or copyrighted material to the Director of Learning Resources, [Hugh Carter](#) at 334-881-2266.

Do not use the Lurleen B. Wallace Community College logos for endorsements

Do not use the LBWCC logo or any other college images or iconography on personal social media sites. Do not use LBWCC's name to promote a product, cause, or political party or candidate.

Respect college time and property

College computers and time on the job are reserved for LBWCC related business as approved by supervisors and in accordance with the Information Technology Policies and Procedures- Acceptable Use Policy.

Terms of Service

Obey the Terms of Service of any social media platform employed.

Think twice before posting

Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person posting and the College. Search engines can turn up posts years after they are created and comments can be forwarded or copied. If you would not say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor

or instructor for input or contact [Maggie Jones](#), Public Information Officer and Director of Marketing and Development (334-881-2221).

Institutional Social Media

If you post on behalf of an official Lurleen B. Wallace Community College unit, the following policies must be adhered to in addition to all policies listed above:

Notification

Department or college units that have a social media page or would like to start one should contact the Public Information Officer and Director of Marketing and Development. All institutional pages must have an employee appointed who is identified as being responsible for content and monitoring. Ideally, this should be the head of the department.

Acknowledge who you are

If you are representing LBWCC when posting on a social media platform, acknowledge this.

Have a plan

Consider your messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. [Maggie Jones](#), LBWCC Public Information Officer and Director of Marketing and Development (334-881-2221) can assist and advise you with your social media planning.

Link back to the College

Whenever possible, link back to the LBWCC web site. Ideally, posts should be very brief; redirecting a visitor to content that resides within the LBWCC environment. When linking to a news article about LBWCC, check first to see whether you can link to a release on the LBWCC website (<http://www.lbwcc.edu/news.aspx>) instead of to a publication or other media

outlet.

Protect the institutional voice

Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. No individual LBW Community College unit should

construe its social media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post – names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

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