GENERAL CATALOG 
AND 
STUDENT HANDBOOK 
2005 - 2006 
JEFFERSON DAVIS COMMUNITY COLLEGE

ATMORE CAMPUS 
6574 HIGHWAY 21 NORTH 
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ATMORE, AL 36504 
(251) 368-8118 
FAX: (251) 368-7667 

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220 ALCO DRIVE 
P. O. BOX 958 
BREWTON, AL 36427 
(251) 867-4832 
FAX: (251) 867-7399 

Internet Address: www.jdcc.edu

ACCREDITED BY

The Southern Association of Colleges and Schools 
National League for Nursing Accrediting Commission

Jefferson Davis Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone: 404-679-4501) to award certificates and Associate in Arts, Associate in Science, and Associate in Applied Science Degrees.

The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission (61 Broadway, 33rd Floor, New York, NY 10006; Telephone: 800-669-1656 Ext. 153).

MEMBER OF

American Association of Community Colleges (AACC) 
Alabama College Association (ACA)

Jefferson Davis Community College catalogs are distributed to all new students during orientation sessions. A new student who does not attend one of these sessions may acquire a copy of the catalog through the Office of Student Affairs. Catalogs are also available for reference and review in campus libraries or may be accessed on the College Web site (www.jdcc.edu).

The College reserves the right to modify the contents of this catalog. Changes may be effective immediately and without prior notice.

Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered JDCC, provided the catalog is dated no more than five years prior to the expected graduation date.
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Welcome to Jefferson Davis Community College! I am delighted that you have chosen our college. Faculty and staff at campuses in Atmore and Brewton will work with you to assure that your time with us is as productive and fulfilling as possible.

Open access to quality postsecondary educational experiences is vital in the rapidly changing society of today. All persons should have a continuing opportunity to develop their knowledge and skills. We value your personal and unique reasons for attending JDCC, and we shall do whatever we can to help you attain your educational goals. We at JDCC take our responsibility to you seriously, and we provide a wide array of support services so you can truly give our courses and programs your very best effort. Clearly, it is your responsibility to do your best and to make the most of your educational challenges and opportunities, but we are always ready to help you do so. In addition to providing you with a supportive environment, JDCC offers well-equipped labs and classrooms; The Learning Center (TLC) with software, tutorials, and one-on-one tutoring assistance; Student Support Services Center; libraries with state-of-the-art electronic reference tools; beautiful buildings and grounds; and a wide range of student activities. The opportunities for learning are limitless.

Thank you for choosing Jefferson Davis Community College.

Dr. Susan A. McBride
President
# JEFFERSON DAVIS COMMUNITY COLLEGE
## 2005-2006 ACADEMIC CALENDAR
(This is a tentative calendar. Please check the semester schedule for exact dates.)

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<thead>
<tr>
<th>FALL TERM 2005</th>
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<tbody>
<tr>
<td>August 10</td>
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<td>Registration</td>
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<td>August 12</td>
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<td>December 15-16; 19-22</td>
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<td>December 23; 26</td>
<td>State Holidays: Christmas</td>
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<td>December 27-30</td>
<td>Local Holidays</td>
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<td>State Holiday: New Year’s Day</td>
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<td>January 3</td>
<td>Faculty Duty Day</td>
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<td>January 4</td>
<td>Local Professional Development</td>
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<td>January 5</td>
<td>Registration</td>
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<td>January 6</td>
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<td>January 9</td>
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<td>February 20</td>
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### SUMMER TERM 2006

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<td>Registration</td>
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<td>Faculty Duty Day</td>
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<td>May 24</td>
<td>Classes Begin</td>
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<td>May 24-25</td>
<td>Drop &amp; Add Period</td>
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<tr>
<td>May 29</td>
<td>State Holiday: Memorial Day</td>
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<td>July 4</td>
<td>State Holiday: July 4th</td>
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<td>August 7-8</td>
<td>Faculty Duty Days</td>
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General Information
GENERAL INFORMATION

INTRODUCTION

Jefferson Davis Community College offers diverse programs, affordable tuition, and comfortably sized campuses that provide a challenging and exciting learning experience for every student.

The transition to college life is fun at Jefferson Davis Community College. The small size of our campuses makes for a close-knit family environment that is reflected by the personal attention each student receives from members of the faculty, staff, and administration.

Jefferson Davis Community College faculty are highly qualified and dedicated to encouraging the highest motivation and the best academic performance in students. Classes are small enough for faculty to give individual attention to students who, in turn, become well acquainted with faculty members.

Jefferson Davis Community College’s financial aid program ensures that qualified students will not be denied an education because of a lack of funds. Approximately 75 percent of the college’s students receive some type of financial assistance. Jefferson Davis Community College offers scholarships to students who have outstanding academic records and excel in extra-curricular activities.

Jefferson Davis Community College offers quality education at affordable prices and convenient locations in Atmore and Brewton. The College offers a broad range of certificate and degree programs, as well as university parallel and linkage programs. Many special programs and services, including training for business and industry, are also available.

HISTORY OF THE COLLEGE

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

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

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

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

Now, the Brewton Campus and the Atmore Campus of Jefferson Davis Community College allow a consolidation of efforts to identify and address the needs of the college community.

GOVERNANCE

Jefferson Davis Community College is one of 26 community and technical colleges and Athens State University (the System's upper division college) that comprise the Alabama College System. The Alabama College System is under the control of the State Board of Education, which is an elected board of trustees. The Chancellor of Postsecondary Education is responsible to the Board for management of the system, and the Presidents of the colleges are responsible to the Chancellor.
MISSION STATEMENT

Jefferson Davis Community College, one of the public two-year colleges of the Alabama College System, provides accessible quality educational opportunities, promotes economic growth, and enhances the quality of life for the college service area.

To accomplish this mission, Jefferson Davis Community College has established the following goals or intended results:

• First- and second-year collegiate education to prepare students for transfer to other colleges and universities;

• Technical, vocational, and career education to prepare students for employment, retrain existing employees, and promote local and state economic development and competitiveness;

• Business and industry training to meet employer and employee needs, as well as state and regional workforce development needs;

• Developmental and adult education to assist individuals in improving learning skills and overcoming educational deficiencies;

• Comprehensive services to students to enhance the effectiveness of educational offerings, including counseling, career planning, job placement and follow-up, financial assistance, library services, and extracurricular activities;

• Continuing education and personal, avocational, and cultural enrichment opportunities to support lifelong learning and the civic, social, and cultural quality of life for area citizens;

• Affordable education, varied delivery systems, and flexible options to meet the needs of a changing, diverse society.

• Qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education;
• Effective planning that results in the improvement of educational programs and all support services; and

• Adequate financial resources, administrative processes, and physical facilities to support the mission of the college.

CAMPUSES

The Brewton Campus

The Brewton Campus is located in the Alco area of Brewton on a beautiful 100-acre site. Housed on campus are the following facilities:

The Neal Colonial Center contains administrative offices, nursing classrooms and laboratory, biology classrooms and laboratories, instructors’ offices, and a 100-seat auditorium.

The Wallace Building contains the drafting and design program’s laboratory and classroom, The Learning Center, financial aid offices, Student Success Center, adult education classroom, instructors’ offices, general purpose classrooms, and the student services and business offices.

The Science/Student Center contains a chemistry classroom and laboratory, a physics classroom and laboratory, general lecture rooms, student club offices, instructors’ offices, Upward Bound office, night administrator’s office, the college bookstore, and student lounge.

Marie M. Pate Hall provides classroom and office space for English and social sciences, English lab, and instructors’ offices.

The Leigh Library contains various book collections, a reading room, periodical rooms, a computer lab, an audiovisual room, a multimedia lab, and study carrels.

The Gymnasium has sufficient areas and facilities for basketball, volleyball, handball, general physical fitness rooms, calisthenics, and the other individual and group activities that are ordinarily a part of a progressive health and physical education program in community colleges.

The Woodfin P. Patterson Auditorium provides more than 800 seats for college and community activities and a community room.
The Fine Arts Center contains the Thomas E. McMillan Museum (which also houses the Alabama Room), art and ceramics studios, history and art classrooms, and instructors' offices.

Hines Hall contains instructors’ offices and classrooms for business administration, office administration, computer science, and mathematics.

The Center for Telecommunications Technology contains video conferencing equipment, computer laboratories, and office and meeting spaces.

Lakeview (a forty-unit, student housing complex) is located on approximately 18 acres adjacent to the College Park. A resident manager lives on-site to assist residents.

The College Park is a sixty-acre recreational facility that includes a three-hole golf course and driving range, baseball and softball fields, four outdoor tennis courts, a two-mile paved walking trail, and a lake.

The Atmore Campus

The Atmore Campus is located at the intersection of I-65 and Highway 21 North approximately six miles from the city of Atmore. Housed on campus are the following facilities:

The Administration Building contains administrative offices, the business office, classrooms, library, faculty offices, computer labs, the Business Technology Center, GED classrooms, counselor's office, adult education office, and the bookstore. Vending/snack machines are located in the foyer for students during breaks and lunch.

The Multipurpose Building contains an instructor's office, a biology classroom, lab, and storage area.

The Nursing and Allied Health Center contains the nursing program’s classroom and lab.

The Nursing Lab provides the nursing computer lab.

The Atmore Campus Library provides basic reference materials and a small circulating collection. Students also have access to the Internet, the Leigh Library catalog, and certain databases via the intercampus computer network.

The Air Conditioning/Refrigeration lab and instructional area contains a training and trouble-shooting lab, an oxygen and acetylene welding station, special project work stations, and a classroom.
The **Auto Body Repair** lab and instructional area contains a classroom, instructor's office, tool room, shop lab area, spray booth, welding room, and storage area. The building also includes the Student Center and a classroom.

The **Welding Shop** instructional area contains a welding lab shop, tool room, instructor's office, oxyacetylene storage room, oxyacetylene lab shop, and a classroom.

The **Masonry Shop** instructional area contains a classroom and lab area.

### STUDENT CONCERNS/PROBLEMS

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Scholarships ..........................Director of Administration and Personnel
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Veterans Affairs ..................................Office of Student Affairs
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Work Study ..........................................................Financial Aid Office
GENERAL POLICIES

AMERICANS WITH DISABILITIES ACT
(Employee and General Public Policy)*

Disabled Employees: An employee is encouraged to make his/her immediate supervisor and his/her administrator aware of any accommodations that may be required to be successful on the job. Supervisors and administrators have the authority to make reasonable accommodations in the work setting. If a more serious problem exists or in situations where architectural changes are needed, a college counselor or the ADA representative located in the Student Affairs Department should be contacted.

General Public: Any individual requesting information on college policy and procedure regarding ADA is encouraged to contact the Dean of Student Affairs. All college contractors must comply with ADA. The administrator for the contract is also responsible for obtaining and maintaining written assurances of this compliance. Any community group utilizing facilities on campus is encouraged to make reasonable accommodation needs known at the time the reservation is made. All applicants or potential applicants for employment with questions concerning ADA compliance are encouraged to contact the ADA representative located in the Student Affairs Department.

* Note: The College’s ADA Policy for Students is stated in the Student Handbook portion of this catalog.

CAMPUS VISITOR POLICY

Visitors are encouraged to tour and use campus facilities. All visitors are expected to abide by the regulations of the institution. Jefferson Davis Community College students will be held responsible for their guests’ conduct. In addition, while children are on campus, they should be under the direct supervision of their parents or other responsible adults.
CONTAGIOUS DISEASE POLICY

As a condition of employment or enrollment, the College reserves the right to require a person with a contagious disease to provide medical certification that the condition is such that it does not pose a risk to other employees or students. Such information will be regarded as strictly confidential. Any release of such information will be discussed with the person prior to release and will be limited to those college personnel with a legitimate need to know.

The College further requires that all surfaces or substances contaminated with blood or other body fluids must be cleaned with a disinfectant or disposed of in an aseptic manner.

Instructors and students in teaching laboratories requiring exposure to human blood or other body fluids must use only disposable equipment and dispose of used equipment in an aseptic and safe manner.

This policy is based upon current legal and medical information and is subject to revision as new information becomes available. The Dean of Student Affairs is responsible for administering this policy.

DRUG-FREE WORKPLACE POLICY

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

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Jefferson Davis Community College on any property owned, leased, or controlled by Jefferson Davis Community College or during any activity conducted, sponsored, or authorized by or on behalf of Jefferson Davis Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.). Also see Student Handbook “DRUG AND ALCOHOL FREE CAMPUS.”
2. Jefferson Davis Community College has and shall maintain a drug-free awareness program to inform employees about the following:

   a. the dangers of drug abuse in the workplace;

   b. Jefferson Davis Community College’s policy of maintaining a drug-free workplace;

   c. any available drug counseling, rehabilitation, and employee assistance program;

   d. the penalties that may be imposed upon employees for drug abuse violations.

**EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Jefferson Davis Community College is an equal opportunity employer. It is the official policy of the Alabama State Board of Education, including postsecondary institutions under the control of the State Board of Education, that no person shall on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. For further information contact the Title IX Coordinator at 251-809-1592.

**HARASSMENT POLICY**

Jefferson Davis Community College affirms its commitment to ensuring an environment for all employees and students that is free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by an employee, student, agent, or non-employee on any Jefferson Davis Community College property and/or while engaged in any College-sponsored activity.
Reporting Acts of Harassment

Any member of the college community who believes that he or she has been the victim of harassment, as defined by the Alabama State Board of Education Policy 601.04, may bring the matter to the attention of any College official, dean, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will immediately forward the complaint to the Dean of Student Affairs, the Dean of Instruction, or the Director of Administration and Personnel. This person will work with the College President to coordinate the investigation.

LIVE WORK POLICY

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructors as a part of the students' training program. Administration and control of live work in accordance with Alabama State Board of Education policies are the responsibilities of the President of the College. All live work performed must be approved by the President or the President's representative.

Live Work Projects

The scope and extent of each project will be well defined before acceptance. Live work will be performed in specific projects for specific individuals and organizations as listed below:

1. active and retired public employees/officials;
2. students of Jefferson Davis Community College;
3. tax supported programs and institutions; and
4. charitable organizations that are supported by donations.
Service Charge for Live Work Policy

The total charges for live work will be the cost of materials and supplies plus a service charge. The service charge will be 20% of the cost of materials and supplies. The minimum total charge (cost plus service charge) for live work is $5.00.

All materials and supplies for live work must be purchased through the College. In cases where this is not possible, exceptions must be approved by the president or designee. A service charge in the amount of 20 percent of the estimated cost of the provided materials and supplies will be charged. The estimated cost of each project must be determined and a deposit collected in the amount of 90% of the estimate prior to the start of work on the project. When the project is completed, the actual project costs must be paid to the business office where a paid receipt will be issued. This receipt must be presented to the appropriate college employee before the article upon which the work was done can be removed from college grounds. Completed work must be paid for and picked up within thirty (30) days of notification of completion. Any completed live work project that is not picked up and paid for by the person signing the work order estimate form within 30 days after notification by the institution via registered mail, return receipt requested, shall become state property and normal surplus-property procedures will apply.

If the person for whom the work is to be done is an employee of Jefferson Davis Community College, no deposit will be necessary if the estimate is $200 or less. If the estimate is greater than $200, then a deposit of 50% of the amount of the estimate must be paid prior to the start of the project. If a person leaves employment with the College prior to full payment, the amount owed will be deducted from the employee’s final check.

Restrictions on Live Work

To avoid competition with private enterprise, live work is restricted as follows:

1. Live work will be done only when it is essential to training and necessary for acquisition of occupational skills leading to employment.
2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.

3. No person, regardless of his or her connections, shall use Jefferson Davis Community College for personal gain or profit.

**Release of School Liability**

The person, program, institution, or organization for which live work is done shall:

1. assume all responsibility for the results of the work being done by students;

2. bear all actual costs of material and parts involved (including taxes); and

3. pay a service charge (including taxes).

**SMOKING POLICY**

Smoking shall be prohibited within 100 feet of the entrance to any college building or other education facility owned or operated by the college. With the exception of personal vehicles, certain outside areas are designated for smoking. These areas are noted with signage.

**Smoking Areas**

Designated Smoking Areas are:

**Atmore Campus**

- Patio area on east side of Nursing and Allied Health Center
- Patio area on south end of Administration Building
- Areas outside of shops
Brewton Campus

- Neal Colonial Center: Southwest entrance for Neal Auditorium
- Wallace Building: Southeast end of portico facing Pate Building and Northeast end of portico facing Leigh Library
- Student Center: Patio area behind building
- Hines Hall: Covered entrances at back of building
- Fine Arts Center: Southeast end of portico facing Student Center and Northeast end of portico facing Wallace Building
- Lakeview Student Housing: Picnic table area by the volleyball net, located in front of the dorm parking lot
- Gymnasium: Area to the left of the front entrances

FIREARMS ON CAMPUS

Firearms are prohibited on campus or on any other facility operated by the College. Exceptions to this policy are: 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 an instructional program in which firearms are required equipment. (State Board Policy 511.01)

TITLE IX POLICY

The College also complies with Title IX of the Education Amendment of 1972 which provides 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 educational program or activity receiving federal financial assistance.” Any person who believes himself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI: Section 504 of the Rehabilitation Act of 1973 or Title IX may file
a written complaint with the United States Commissioner of Educa-
tion, with this institution, or both. For further information, contact
the Title IX Coordinator at 251-809-1592.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(Buckley Amendment, 20 U.S.C. 1230, 1232g)

The Family Educational Rights and Privacy Act (FERPA), with
which this 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
through informal and formal hearings. Students have the right to
file complaints with the Family Educational Rights and Privacy Act
Office concerning alleged failures by the institution to comply with
the Act.

Local policy explains in detail the procedures to be used by the
institution for compliance with the provisions of the Act. This policy
is printed under Student Records, Policies, and Procedures in the
Student Handbook section of this catalog.

Questions concerning FERPA may be referred to the Registrar.

AGENTS, VENDORS, AND SOLICITORS

An agent, vendor, or solicitor shall not be permitted on
campus to distribute literature, solicit funds, or sell to faculty, staff,
students, or campus organizations without specific approval by the
president or an authorized designee. See the Student Handbook
for fundraising by student organizations.
Jefferson Davis Community College reserves the right to make changes as required in course offerings, curricula or academic policies, and other rules and regulations affecting students—effective when determined by the college. As a result, this catalog may contain out-of-date information. Any questions concerning information in this catalog should be addressed to the Dean of Instruction.

The College also reserves the right to cancel classes when enrollment does not meet minimum requirements as established by the College.

APPLICATION PROCEDURES

An application for admission may be obtained from the Student Affairs Office in the Wallace Building or from the receptionist in the Neal Building on the Brewton Campus. On the Atmore Campus, forms may be obtained from the receptionist in the Administrative Building. IF AN APPLICANT FALSIFIES ANY INFORMATION ON THE ADMISSIONS APPLICATION, HE OR SHE MAY BE IMMEDIATELY DISMISSED FOR FALSIFICATION OF RECORDS.

Residency

All students paying in-state tuition must complete the Alabama College System Certification of Eligibility for In-State Residency form. Supporting documentation may be required.

Transcripts

All first-time students must request an official copy of their transcript from the high school where they graduated or submit a GED certificate.
All transfer students are required to submit transcripts from all postsecondary or senior institutions previously attended. Students are not allowed to register for a second semester until all transcripts have been received by the Registrar.

Transcript Policy

The transcript policy of Jefferson Davis Community College includes the following:

1. A student must submit a written request to the Registrar to have an official transcript sent to another institution or agency.
2. A transcript request should be submitted at least two weeks before a transcript is needed.
3. All transcripts are issued by the College free of charge.
4. The office of Admissions and Records does not issue official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.
5. The College will accept faxed requests to send official transcripts to third parties.

Admission to Courses Creditable toward an Associate Degree

To be eligible for admission to a course creditable toward an associate degree, a first-time college student must meet one of the following criteria:

1. The student holds The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school.
2. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination.
3. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or a total score of 790 on the College Board’s SAT.

4. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or a total score of 790 on the College Board’s SAT.

5. The student holds a GED Certificate issued by the appropriate state education agency.

A student who meets one of the above criteria shall be classified as “degree-eligible.” The College may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit.

**Admission to a Course Not Creditable toward an Associate Degree**

An application to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or provided the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability-to-benefit.

A student shall be classified as non-degree eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met.

**Admission of First-Time College Students**

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student.

To be granted unconditional admission to Jefferson Davis Community College, the following items must be on file:
1. A completed application for admission.

2. Certification of registration with the Selective Service for males ages 18-26. (All male students between the ages of 18 and 26 must show proof of registration with the U. S. Selective Service in accordance with § 36-26-15.1 of the Code of Alabama of 1974 [as amended].)

3. A completed residency form and documentation of residency.

4. You must also have at least one of the following:
   - An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school.
   - An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination or evidence of a minimum ACT score of 16 or a total score of 790 on the College Board’s SAT.
   - An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or a total score of 790 on the College Board’s SAT.
   - An official GED Certificate.

For students admitted to programs under ability-to-benefit (courses not credible toward an associate degree), only numbers 1, 2, and 3 above are required. However, you must also have on file documented ability-to-benefit.
Conditional Admission of First-Time College Students

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the items listed under item 4 above under “Admission of First-Time College Students.” However, you must also have items 1-3 above. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Admission of Transfer Students

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require documents required of first-time college students.

A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements shall be classified as a non-degree-eligible student.

For a transfer student to be granted unconditional admission to Jefferson Davis Community College, the following items must be on file:

1. A completed application for admission.

2. Official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended, except for applicants who have completed a baccalaureate degree. (Those applicants are required to submit only the transcript from the institution granting the baccalaureate degree.)

4. A completed residency form and documentation of residency.

5. Any other documents required of first-time college students (see previous section).

**Conditional Admission of Transfer Students**

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

**Initial Academic Status of Transfer Students**

1. 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.

2. 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.

3. An applicant who has been academically suspended from another regionally or Council on Occupational Education 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 (see page 67 of this catalog). 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.
Standards of Academic Progress: Transfer Students

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 post-secondary institutions are not included in GPA calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester 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.

If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is Clear.

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 institution’s own undergraduate formal award programs.

2. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade may 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 or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours at the College with a cumulative GPA of 2.0 or above.

4. A transfer grade of “D” at the transfer institution will be accepted only when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students. Only a
grade of “C” or better can be transferred for nursing prerequisites.

Transfer of College Credits Earned in Prior Years

When a student requests to be granted credit toward current graduation requirements for courses taken five (5) or more years in the past, the Registrar may review each course individually in conformity with the following process:

1. Students requesting the acceptance of credit for courses taken five or more years in the past may be asked to provide a copy of the college transcript and course descriptions from the catalog of the college where the courses were taken.

2. The division chair and primary instructor for each course may comparatively review and evaluate that course's past and present content.

3. Most, but not necessarily all, courses falling within the disciplines of humanities and social science will be granted current college credit.

4. Science, mathematics, computer science, and technical courses will be evaluated individually.

5. Jefferson Davis Community College will honor all two-year, four-year, and other degrees earned from and issued by an accredited college or university.

6. The primary instructor or division chair may suggest that the student take additional coursework to elevate that student to such levels of technological or informational proficiency as may be currently mandated by the present curriculum requirements.

It is the student's responsibility to request an explanation or listing of transfer credit accepted by Jefferson Davis Community College. Students should forward a written request for such information to the Registrar.
Transfer Credit Earned Outside of the United States

Jefferson Davis Community College may accept college credit earned from postsecondary institutions outside of the United States. However, the College does not evaluate transcripts from foreign countries. Students may contact the Registrar for more information regarding foreign credential evaluations.

Admission of Former Students

Students who have not been in attendance for one or more years, summer semester excluded, must reapply for admission. If students have attended other institutions during this period, official transcripts must be sent to the Registrar.

Admission of Transient Students

Transfer students who are degree seeking at another post-secondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. The student must submit an application for admission and an official letter from the parent institution certifying they are in good academic standing and that the credits they earn at the College will be accepted as part of their academic program.

Admission of Audit Students

Audit students register for credit classes on a non-credit basis. The College may require complete academic records for any applicant. Any change in credit status after the drop/add period must be approved by the Dean of Instruction. Tuition and fees for audited courses are the same as those for courses taken for credit.

Admission of International Students

International student applicants are not eligible for conditional admission status. Prior to being issued an I-20 form, international students must present all of the following:

1. Complete and certified academic records of all secondary and postsecondary education attempted. The records must be forwarded directly from the issuing institution to Jefferson Davis
Community College. Copies must be certified by an official of the government or school. Notarized copies are not accepted. Certified English translation must accompany any transcript which is not in English.

2. Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL).

3. Signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college.

4. Documentation demonstrating adequate health and life insurance that is inclusive of a repatriation benefit and must be maintained during all periods of enrollment.

5. College application for admission.

6. Resident aliens must submit a copy of both sides of their alien registration card.

All international student applications must be submitted two months prior to the beginning of the semester for which the applicant hopes to gain admittance. Applicants are notified of decisions regarding admission to the College as soon as possible after all required documents have been received by the Registrar. The I-20 Form is mailed to each applicant with a letter of admission.

International students must maintain full-time status (12 semester hours or more) during all periods of enrollment and must pursue a course of study leading to a specific educational or professional objective.

**Early Admission for Accelerated High School Students**

   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 certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" 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 (Example: a student may not take English Composition until all required high school English courses have been completed).

4. A student attending a school not regionally or state accredited must have a minimum ACT score of 16 or a total score of 790 on the College Board’s SAT.

5. A high school student admitted as an early admission student will be granted conditional admission status. The status will remain in effect until the student fulfills the general admission requirements. Credits earned at the College will be “banked” or “held in escrow” until the student has graduated from high school and provided the College with the necessary documentation.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements 1 and 3 above.

**Dual Enrollment**

A student is eligible for dual enrollment if the student meets the following criteria:

1. The student must meet the entrance requirements established by the College.

2. The student must have a “B” average in completed high school courses.

3. The student must have written approval of the appropriate principal and the local superintendent of education, or their designees.

4. The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the students’ principal and superintendent.
and in accordance with Alabama Administrative Code 290-8-9-17 regarding gifted and talented students.

5. The student must submit an application for admission to the College.

6. A student attending a school not regionally or state accredited must have a minimum ACT score of 16 or a total score of 790 on the College Board's SAT.

7. The student must take the College's placement test. Those students who have earned a score of 20 or higher on the English, reading, and math components of the ACT, or who scored 480 or above on the SAT Verbal or 480 on the SAT math are exempt from the placement test.

Refer to other information relating to dual enrollment under "Special Programs" in this catalog.

**CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS**

**Advanced Placement Policy**

Students may receive credit for advanced placement courses taken in high school. The College will accept a score of “3” or higher on Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test. Additional Advanced Placement Credit in a single subject area may be awarded at the discretion of the College based on an evaluation of the student’s high school record and career goals. A maximum credit of 20 semester hours may be awarded for Advanced Placement.

**Police Academy Credit**

For each person attending an Alabama Police Academy or State Trooper Academy the following credit may be awarded by Jefferson Davis Community College only at the request of the student and after the student has enrolled in a regular course of study at the College:
1. Physical Education - 4 semester hours

2. CRJ 290 Seminar in Criminal Justice - 3 semester hours

3. CRJ 117 Community Relations - 3 semester hours

Military Credit

Students may receive college credit for courses taken in the military only after the student has enrolled in a regular course of study at Jefferson Davis Community College. The credit will be awarded only at the request of the student. It is the responsibility of the student to have official transcripts documenting successful completion of military courses sent to the Registrar. Such transcripts may include The Sailor/ Marine American Council of Education Registry Transcript (SMART), DD Form 295, DD Form 214, or Course Completion Certificates.

Biology Placement Exam

Students required to take BIO 201 have the option of taking an Internet based, 75-question, multiple choice biology placement test to determine if they must take BIO 103. The college will waive BIO 103 (Principles of Biology I) for students passing the test. Students can then enroll in BIO 201 (Human Anatomy & Physiology). A statement will be recorded on the student's transcript to indicate that he or she has passed the Biology Placement Exam; however, college credit is not given for BIO 103 because students do not register or pay for the class. By passing the test, students simply do not have to take the class prerequisite requirement for other biology classes. Students who must take BIO 104 (Principles of Biology II) to satisfy degree requirements will not be allowed to substitute the test for the BIO 103 prerequisite course.

Students interested in taking the test should contact the Student Affairs Department. The cost for the test is $26.25 and is payable in the business office prior to the test. The student will receive his/her test results (pass or fail) immediately upon completing the test. The student must print these results and provide a copy to the proctor before leaving the room. Students may take the test only once.
College-Level Examination Program (CLEP)

Jefferson Davis Community College awards credit for CLEP subject examinations with a minimum of 50% or higher earned on each exam. Students may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to the Registrar for evaluation. Approved subject examinations and their JDCC equivalents are:

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Prior Learning Assessment (PLA)

General

Jefferson Davis Community College recognizes that learning occurs in a variety of ways. Individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed “prior learning”. College credit can be awarded for prior learning from which the skills that comprise courses (terminal objectives) are mastered to an acceptable degree of proficiency and the individual documents skill mastery. Below are the College's policies and procedures for prior learning assessment (PLA) and the awarding of credit for prior learning.

These guidelines are not applicable to secondary/post-secondary articulation agreements or dual enrollment.

Awarding Credit through Prior Learning Assessment

1. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.

2. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.

3. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.

4. In the process of determining if credit can be awarded for prior learning, Jefferson Davis Community College shall charge students only for the cost of the PLA services and not for the amount of credit awarded.

5. There shall be a charge of $25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through
experiential learning is requested, and the $25 fee applies to each review of the documentation (e.g., individual is charged $50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

6. Not more than 25% of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree as referenced in State Board of Education policy 715.01.

7. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course.

8. Credit may not be awarded twice for the same learning.

**Procedures for Prior Learning Assessment**

1. The student must enroll at Jefferson Davis Community College and be unconditionally admitted to the program in which course credit for prior learning is being sought.

2. The student must make application to the college for prior learning assessment and credit for experiential learning.

3. The Registrar serves as the official college PLA contact. Students applying for prior learning assessment and credit for experiential learning must submit the required documentation to the Registrar.

4. In the portfolio assessment process, an instructor of a course for which credit for experiential learning is being sought shall evaluate the student's work and training experiences in the program field and determine if the student should be considered for PLA. Evidence of experiential learning may include certifications, licensures, continuing education units, employer verification of tasks performed, and examples or demonstrations of skills possessed. If the student is deemed a candidate for
PLA, the instructor shall recommend the student to the Registrar (or conduct the PLA if the instructor is trained to do so) and specify the course(s) for which the student may be eligible to receive credit for experiential learning.

5. Portfolio assessment (explained below) by itself may be used for PLA only when the following methods cannot be used: course challenge exams, College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT/PEP), Defense Activity for Non-Traditional Support (DANTES), American Council on Education's Program on Noncollegiate Sponsored Instruction (ACE/PONSI), College Board Advanced Placement (AP) Program, American Council on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY).

GUIDELINES FOR ASSESSING PORTFOLIOS FOR EVIDENCE OF EXPERIENTIAL LEARNING

A portfolio is a detailed summary of an individual’s experiences applicable to college level learning. The portfolio includes a description of experiences and the skills learned from these experiences. The portfolio includes a brief life history, statement of individual’s career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer statements). Faculty in the applicable program will assist the Registrar in evaluating a portfolio for college equivalent learning and recommend the awarding of appropriate college credit based on demonstrated competencies. The faculty evaluator recommends the appropriate course to be credited and number of credit hours that will appear on the student's transcript.

PLACEMENT POLICY

All entering students who enroll in associate degree or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the ACT/ASSET, COMPASS, or
another approved assessment instrument and be placed at the appropriate developmental level as indicated by the assessment results with exceptions to be determined by the Dean of Instruction.

All placement test results are considered a part of the student’s permanent academic record.

Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College. This information is used in conjunction with the results of the preregistration testing for placement of students in appropriate courses and curricula.

A student may enroll in college level courses while enrolled in developmental courses so long as the discipline is different from the discipline in which the student scores below the standard placement score.

Any student enrolled in developmental courses in two or more of the discipline areas shall receive specialized advising focused on the student’s unique academic needs.

Placement Testing Policy (COMPASS OR ASSET)

COMPASS—Students who are first-time college students or who have not taken English or math at another postsecondary institution must take the COMPASS test before placement in English or math. The COMPASS may be taken (by appointment) in the library, computer lab, Student Success Center, or Student Support Services Office on the Brewton or Atmore Campus. The COMPASS test results are considered a part of the student’s permanent academic record.

Students meeting the exemptions below will not be required to participate in COMPASS testing:

- any student scoring 480 or above on the SAT verbal and 480 or above on the SAT math, or 20 or above on the ACT English, reading, and math who enroll in a System college within three years of high school graduation;

- students who have an associate degree or higher;

- students who transfer degree-creditable college-level English or mathematics courses with a grade of “C” or better;
• students (including senior citizens) who are enrolled in classes for avocational reasons only;

• students in certain short certificate programs having no English or mathematics requirements;

• students who have completed required developmental coursework at another Alabama College System institution within the last three years;

• audit students;

• students who can provide documentation of assessment (ASSET or COMPASS) within the last three years;

• transient students.

COMPASS will also be used to determine educational progress of students as they exit the College.

Re-Testing Policy

Each section of the COMPASS test may be repeated only ONCE, at a charge of $8.00 per section ($24.00 for entire test). This re-test fee must be paid in the Business Office on either the Atmore or Brewton Campus. Students who choose to re-test should do so on the same campus where they originally tested. Re-test scores will replace previous scores. Students must present a receipt showing the fee has been paid before re-testing. A student re-testing for Ability-to-Benefit must repeat all three parts of the assessment in one sit-down session. [Note: Ability-to-Benefit is used to acquire financial aid for students enrolling in certain non-degree eligible programs who do not have a GED or a regular high school diploma from an accredited high school.]

Students applying to the nursing program at Jefferson Davis Community College must score a 76 or higher on the reading portion of the COMPASS to be considered for the program and may repeat the test only ONCE. In lieu of a score of 76 on the COMPASS reading test, nursing students may be considered for the nursing program if they earn a score of 17 or higher on the reading test of the ACT. Asset test scores may not be substituted for COMPASS scores for nursing admissions.
### Placement Guide

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#### Math Placement:

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<th>COURSE</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>ACT</th>
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<td>M1 0-31</td>
<td>PA 0-35</td>
<td>M 0-19 Placement Test Required</td>
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<tr>
<td>MTH 098</td>
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<td>PA 36-100</td>
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<tr>
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<td>PA 36-100</td>
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<td>MTH 116</td>
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<td>PA 36-100</td>
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<td>MTH 110</td>
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</tr>
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<td>MTH 112</td>
<td>M1 46-100</td>
<td>A 63-100</td>
<td>M 20-36</td>
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Developmental Studies

Developmental courses, or college preparatory instruction, are designed to remediate prior deficiencies in the knowledge and skills judged necessary in order for a student to progress satisfactorily through a college level program or course of instruction. Credit earned for college preparatory courses shall not satisfy requirements for graduation or degree or certificate completion.

Developmental courses include ENG 092 Basic English I; ENG 093 Basic English II; RDG 083 Developmental Reading I; RDG 084 Developmental Reading II; MTH 091 Developmental Algebra; and MTH 098 Elementary Algebra.

Students scoring 65 or below on the Compass reading subtest MUST take developmental reading within the first two semesters of enrollment.

All students enrolled in a developmental course must earn a "C" or better before enrolling in the subsequent college-level course. An In Progress “IP” grade is often given to those students who need to do additional work, and they should re-enroll in the course. AN “IP” DOES NOT COUNT AS A SATISFACTORY GRADE. Those students who do not make a "C" or better and have registered for the subsequent course will not be allowed to remain in the course and must return to their advisor to make schedule adjustments. It is important that advisors help students understand these procedures during preregistration.

A student who is enrolled in a college preparatory course and who receives a grade of “F” or “IP” two semesters may not take the course a third semester until he or she receives special academic advising. The Associate Dean of Instruction, who coordinates developmental education, will identify students receiving these grades and will contact the appropriate advisor. The advisor should then contact the student(s) and schedule a meeting to discuss appropriate schedule changes, as well as instruct the student(s) to meet with the Associate Dean of Instruction during the first week of class for the subsequent semester/term.

A student who does not score a “C” or better in reading, math, and English developmental courses after two attempts will receive joint counseling by their faculty advisor and the Associate Dean of Instruction.
WorkKeys Assessment

In order to comply with requirements to assess and document skills attained by occupational/technical education students and to promote achievement of the Work Force 21 Imperative, the College administers the ACT WorkKeys Assessments in Applied Mathematics, Applied Technology, Reading for Information, and Locating Information to students in certain programs. These students will be given the assessments during their first semester and then again prior to graduation.

The WorkKeys Assessment used in conjunction with program instruction should result in students being well prepared for the work force.

**TYPES, LOCATIONS, & CUSTODIANS OF EDUCATIONAL RECORDS**

The following is a list of the types of records that Jefferson Davis Community College maintains, their locations, and their custodians:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
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</thead>
<tbody>
<tr>
<td>Admission Records</td>
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<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>Brewton Campus</td>
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<tr>
<td>Cumulative Academic</td>
<td>Wallace Building</td>
<td>Registrar</td>
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<td>Records</td>
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<td>Financial Aid Records</td>
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<td>Student Account Records</td>
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<td>Disciplinary Records</td>
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<td></td>
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FINANCIAL INFORMATION

TUITION AND FEES

The following tuition and fees are required for Alabama residents and some out-of-state residents and are subject to change by the College with the Alabama State Board of Education approval.

Students who live in Florida and who are residents of Escambia, Okaloosa, Santa Rosa, or Walton Counties, may be eligible for in-state tuition. Residents of other out-of-state counties, under certain circumstances, may also be eligible for in-state tuition. Contact the Registrar concerning residency status.

Students who have graduated from an Alabama high school or have obtained a GED in the state of Alabama within two years of the date of application for admission qualify for in-state tuition.

In-State Tuition and Fees

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Tuition</th>
<th>Technology Fee</th>
<th>Facility Renewal Fee</th>
<th>Student Insurance</th>
<th>Total Amount</th>
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The following tuition and fees are required for non-Alabama residents and are subject to change by the Alabama State Board of Education.

### Out-of-State Tuition and Fees

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Tuition</th>
<th>Technology Fee</th>
<th>Facility Renewal Fee</th>
<th>Student Insurance</th>
<th>Total Amount</th>
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### Distance Education Tuition

Distance Education courses include courses delivered via the Internet, cable television, etc. and that cross service area lines. Tuition is $90 per credit hour for in-state and $180 per credit hour for out-of-state.

### Tuition for Students Who Are Not U. S. Citizens

Each full- or part-time student who is not a citizen of the United States shall pay the general fee or tuition at twice the rate for an Alabama resident who is a citizen of the United States.
Graduation Fees

The College requires a $40 graduation fee for a first degree and an additional $20 fee for a second degree.

Administrative Fee for Complete Withdrawal

An administrative fee not to exceed five percent of tuition and other institutional charges or $100, whichever is smaller, shall be assessed for each complete withdrawal within the period beginning the first day of classes and ending at the end of the third week of classes.

Miscellaneous Fees

Returned Check Fee: $30
Late Registration Fee: $25

Other Fees

Other fees may be assigned by the College such as library fines and traffic fines.

Payment of Tuition/Fees

By law, the College cannot extend credit for the State of Alabama. Therefore, all tuition and fee payments are due in full prior to the first day of classes. Housing payments are due when the student moves into student housing. Payments for books are due at the time of purchase. Any other payments are due when the service is provided.

Students who owe the College money (e.g. fines, NSF checks) can be withdrawn from classes and prevented from registering for classes. In addition, transcripts can be held and outstanding charges can be collected from any refunds due the student.

Students will be notified by the Business Office when a check for tuition, etc. is returned for insufficient funds. The student will have 72 hours to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment may be voided.
REFUNDS

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 the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. The drop/add period for mini-term day classes is the first two class days. The drop/add period for mini-term night classes and weekend classes is the first class meeting date. There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal

Students who officially withdraw before the first day of class from all classes for which they registered will be refunded the total tuition and other refundable fees. Students who officially withdraw completely after classes begin but prior to the end of the third week of classes will be refunded according to the official withdrawal date, as follows:

- Withdrawal during first week: 75% of tuition and fees
- Withdrawal during second week: 50% of tuition and fees
- Withdrawal during third week: 25% of tuition and fees
- Withdrawal after third week: No refund

Mini-Term Classes

For mini-term day classes, two class days are considered equivalent to one week. For mini-term night classes, one class meeting is considered equivalent to one week.

Weekend Classes

- Withdrawal first class meeting date: 75% of tuition and fees
- Withdrawal second class meeting date: 25% of tuition and fees
Students who add credit hours during the drop/add period will be charged additional tuition and fees at the applicable rate. The refund policy is applicable to tuition, the technology fee, the facility renewal fee, and the bond surety fee. An administrative fee not to exceed 5% (five percent) of tuition and other institutional charges or $100.00, whichever is smaller, shall be assessed for each withdrawal within the period beginning on the first day of class and ending at the end of the third week of class. Refund periods and refund percentages for Pell Grant recipients are regulated by Federal guidelines and may vary from these stated policies. Details may be obtained from the Financial Aid Office.

**Refund for Alabama National Guard and Reservists Called to Active Duty**

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

**Third Party Scholarship Agreement**

If a third party agency (state, federal, or private) is funding a scholarship to pay for tuition and fees, that agency must make payment to the college by the end of the registration period or by a thirty (30) calendar day extension. If not, the student must make payment immediately or be administratively removed from registered classes.

**BOOKS AND SUPPLIES**

A College managed bookstore is located on the Atmore and Brewton Campuses with hours of operation posted at each location. Textbooks and most supplies needed for classes are sold in the stores. Students receiving financial aid assistance may be allowed to charge their books and supplies beginning the first day of classes each semester. Textbooks that are returnable may be purchased for fifty percent (50%) of the purchase price from students during posted dates at the end of each semester. The College reserves
the right to determine if books are in condition suitable for resale. Books returned in unsuitable condition for resale will not be refunded.

A student who withdraws and who has purchased returnable books from the College Store and returns the items in new condition by the end of the third week of the semester will be refunded the full purchase price. Books returned in used condition by the end of the third week of the semester will be refunded fifty percent (50%) of the purchase price.

**Non-Returnable Items**

The following items are non-returnable for refund:

- Backpacks and book bags
- Clothes
- Computer book with diskettes
- Discontinued textbooks
- Diskettes
- Greeting cards
- Lab kits
- Lab manuals
- Lab syllabi
- Mugs, cups, and koozies
- Nursing course packets
- Nursing supplies
- Nursing textbooks
- Paper products (loose leaf paper, composition books, folders)
- Pencils
- Pens
- Photography supplies
- Special order tools and supplies
- Welding tools and supplies
- Workbooks
FINANCIAL INFORMATION

FINANCIAL AID

Jefferson Davis Community College offers financial assistance to qualified students who need help to pay the cost of their education. Financial aid supplements the student's ability to finance his/her educational expenses.

Jefferson Davis Community College is an eligible institution for Title IV Federal Financial Aid programs that include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work Study (FWS), and the Alabama Student Assistance Program (ASAP). Other programs available are the Vocational Rehabilitation Training, Workforce Investment Act (WIA), Alabama Prepaid Affordable College Tuition (PACT), Institutional Scholarships, and the private scholarship program. Students must maintain satisfactory academic progress to qualify for these programs.

Section 484 of the Higher Education Act (HEA), as amended, requires that a student maintain satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive financial aid under the student financial assistance programs authorized by Title IV of the HEA.

Standards of Satisfactory Progress for Title IV Purposes

In recognition of the obligation which Jefferson Davis Community College has to comply with various federal regulations pursuant to the legal requirements for carrying out all federal financial aid programs, Jefferson Davis Community College requires all Title IV eligible students to meet the Standards of Academic Progress as defined below.

Title IV recipients enrolled with Jefferson Davis Community College will have 150% the normal length of the program to complete it. Program length will be measured by the number of hours required for completion. Remediation and prerequisites will also be considered in these measurements. For example: Office Administration requires at least 70 semester hours for a degree—a student will be allowed to schedule up to 105 semester hours in that program.

In addition to maximum hours, students must also maintain passing grades at these benchmarks:
• 12-21 semester hours 1.50 cumulative GPA
• 22-32 semester hours 1.75 cumulative GPA
• 33-or more semester hours 2.00 cumulative GPA

Passage/completion rates for each student must be at least 67% or greater (based upon all classes scheduled). This provision will allow the student to complete a degree in a reasonable length of time. The number of terms enrolled is not as important as the number of hours scheduled. For example, a student who is not enrolled full-time could possibly take up to eight semesters to complete 64 semester hours if he/she enrolled in eight hours each term.

Academic suspension results in the immediate loss of eligibility—whether the suspension is served or not.

Students requiring remediation before enrolling in college-level courses will be allowed to register for remedial classes as required. The institution offers two levels of remediation in reading, English, and math. Students testing into these lower levels of English, reading, and math will be allowed to take each class at least once. If a student fails to earn a passing grade after two attempts, Pell will not pay for any additional remediation in that class.

Transfer hours accepted toward a specific degree program will be applied against the maximum number of hours allowed for that program. Courses dropped (withdrawals) with non-punitive grades will also be counted against the maximum number of hours.

A student who changes his program of study will have courses from the old program evaluated and credited against the required courses of the new program. For example, a student changing from business to nursing may use common prerequisites. The student will be allowed to earn the maximum number of hours for the new program less the hours credited from the old program.

Each student on Title IV Federal Financial Aid must earn two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed.

1. For programs of one academic year or less, student progress will be measured prior to the end of the program.

2. If a student repeats a course that was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.
Any student **not in compliance** with any provision of the outlined standards of academic progress has the right to **appeal** his/her suspension to the Financial Aid Appeals Committee. The appeal must be in writing. Students will be notified when his/her appeal is heard. If the appeal is granted, the student will be allowed to receive federal financial aid provided he/she can earn a 2.00 GPA each semester in attendance thereafter.

Students who are not allowed to continue receiving federal financial aid may return to college at their own expense. To regain eligibility, these students must successfully pass six hours with a 2.00 or better GPA each semester in attendance. Their progress will be monitored at the end of each term. Maximum number of hours will also be monitored during this time of probation. Any student affected by the standards of satisfactory academic progress will be notified in writing after grades are checked each term.

**Federal Pell Grant**

A Federal Pell Grant is an award to help undergraduate students pay for their education after high school. The Federal Pell Grant is limited to students who have not received a bachelors or first professional degree. Students are required to apply for the grant through the Free Application for Federal Student Aid available in the Financial Aid Office. Eligibility for the grant is determined at the Federal level.

**Federal Supplemental Education Opportunity Grant**

The Federal SEOG is for undergraduates with exceptional financial need and is considered "gift" aid. Priority for this grant is given to the most-needy Federal Pell Grant recipients on a first-come, first-serve basis as funds are available.

**Federal College Work-Study**

The Federal College Work-Study (FWS) Program provides jobs for undergraduate students who need financial aid. FWS is awarded on a first-come, first-serve basis as funds are available.
Alabama Student Assistance Program

The Alabama Student Assistance Program (ASAP) is a state-based grant that does not have to be paid back. It is awarded based on need, and awards are made on a first-come basis. In order to qualify for this grant, a student must be enrolled in an eligible program. Eligible applicants for this program are chosen from processed student aid reports received before July 1 of the previous school year. The student must also be a citizen of the United States and a resident of Alabama for twelve months prior to the first term in which the grant is awarded. The student must not be in default of any Title IV programs.

Vocational Rehabilitation and Workforce Investment Act

The State of Alabama provides certain benefits for students through the Division of Rehabilitation, State Department of Education, Montgomery, Alabama 36014. Workforce Investment Act (WIA) information should be obtained directly from the State Employment Service.

Alabama Prepaid Affordable College Tuition (PACT)

Alabama PACT is a program administered by the Alabama State Treasurer's Office. A contract is purchased on behalf of a child to prepay future undergraduate college tuition and mandatory fees. PACT pays the amount of undergraduate tuition up to 135 semester hours and mandatory fees for 8 semesters. The student has 10 years after high school graduation to use the benefits of the contract.

Each May, a letter is sent to the student showing the available credit hours and fee terms. The PACT Program can also be accessed on-line to verify eligibility. If the PACT participant is the recipient of a scholarship, PACT will pay the College an amount equal to the tuition and mandatory fees. The student will be reimbursed for the PACT eligible charges paid by the scholarship. The contract terminates when the student graduates or uses all of the allowable benefits.
FINANCIAL AID POLICY

Verification Policy

The primary guidelines governing verification are published in the Verification Guide by the U.S. Department of Education. Jefferson Davis College will consult the current publication (in paper or electronic format) during this phase of administering Title IV aid.

When a student's financial aid application is selected for verification, the school will send a letter to the student asking him/her to verify specific information collected on the application. The student will get a verification worksheet with the letter. The institution uses the verification worksheets provided by the U.S. Department of Education to collect information about the family size, number in college, and untaxed income and benefits. The letter will advise the student when the information is expected back (usually two weeks from the date of the mailing). Students will be instructed to call if they have any questions and are directed to send the information back to the office so that the verification process may be completed.

Jefferson Davis College will limit its verification to 30% of its applicant pool.

Items to be verified include:

1. Adjusted Gross Income for base year.

2. Other income:
   a. Social security benefits
   b. Child support received
   c. Tax deductions for 401k
   d. Earned income credit

3. Income tax paid for base year.

4. Family size.

5. Number of people enrolled in college as at least half-time students.

6. Other items collected on worksheets A, B, and C of the FAFSA.
After the information is collected, the staff will compare items reported on the original student aid report to the documentation collected. Any changes noted as a result of this process will be evaluated to see if the student aid report needs to be resubmitted for corrections or if the dollar changes are within tolerance ranges ($400 or less difference in money). Tolerance applications do not have to be resubmitted. Others with differences in family size, number of people in college, and dollar amounts beyond tolerance will need to be updated on the EDExpress software. Once the changes are keyed into the computer, the student's eligibility will be recalculated. If the change in Expected Family Contribution (EFC) number is more than 100 or moves the number to another range, the application is sent back to the processing center and the application is reprocessed. If the change is still within the range initially reported on the student aid report, the application is not reprocessed, but the calculation is printed and placed in the student's file. The school can pay on this application without reprocessing and the verification status code is "C"—calculated.

Any student whose information is not accurate, within tolerance range, or calculated will be sent back to the processor. A new student aid report will be generated and the student and college will receive another transaction. The student is notified as a result of the verification process, his information had to be updated, and will receive a new student aid report. We will also let them know if we suspect that they will no longer be eligible for financial aid.

As outlined in the SFA Handbook, if a student had been paid before the verification process was complete and an over-payment situation has occurred, the student will be notified of the overpayment amount within 30 days of the change, and the Department of Education will be notified that the student owes a refund on college stationary within 45 days.

Withdrawal and Repayment of Financial Aid Funds

Federal Financial Aid is not fully earned until the student has completed at least 60% of the term enrolled. If a student chooses to withdraw from school before completing 60% of the term, the student may be required to return unearned funds to the Federal Government. Failure to return unearned funds will result in loss of benefits. Prior to withdrawing from school, federal financial aid students must go by the financial aid office to complete an exit
interview. The financial aid office will determine if there is a refund or repayment due to any Title IV programs based on a formula that addresses the requirements outlined in Section 668.21 of Federal Regulations.

Notification to Student of Need for Refund

Any student requiring these calculations will be notified by mail.

VETERANS AFFAIRS

Jefferson Davis Community College wants veterans to receive all benefits to which they are entitled. However, the College holds firmly to the principle that veterans fulfill all regulations imposed as conditions on those benefits. The information below provides the requirements veterans must meet while enrolled at this institution. For additional information or assistance, students should consult the Dean of Student Affairs.

Required Documentation of Veterans

Information required by the Veterans Administration and this College is as follows:

1. DD214 (separation papers).

2. Transcripts from all institutions previously attended. (TRANScripTS ARE NOT ACCEPTED FROM STUDENTS–ONLY FROM INSTITUTIONS.)

3. VA file number.

4. A copy of a 22-1995 (Change of Program Place or Training) if veteran is changing institutions or major.

5. Form 21-686C, Declaration of Status of Dependents, should be submitted to claim dependents.
Certification of Veterans

Jefferson Davis Community College will certify only those veterans who have or are making satisfactory progress toward the completion of a selected program of study. The following criteria will be used for certifying veterans or eligible persons:

1. Certification will be granted for only those courses that are applicable to the declared program of study (major). Any deviation must be approved in writing by the Dean of Instruction. If veterans register for a course not in their program of study and not approved by the Dean of Instruction, their benefits may be reduced at any time during the semester. This action may occur without notification to students.

2. Certification will be granted for only those hours required to complete the selected program of study. Certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.

3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his/her objective.

4. Certification will not be granted for audit courses or continuing education courses (CEU).

5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of their educational program.

6. Veterans who have received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Jefferson Davis Community College.

7. Payments for benefits will be based upon the following schedule:

   a. Full-time payment    12 or more credit hours

   b. Three-fourths payment 9-11 credit hours
c. One-half payment 6-8 credit hours

d. Reimbursement for tuition and fees 5 or fewer hours

Class Attendance of Veterans

All students attending Jefferson Davis Community College are required to attend class. Instructors are required to maintain accurate attendance records.

For the veteran, failure to attend class may result in a reduction or elimination of benefits. The instructor and Dean of Instruction 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. CLASS ATTENDANCE IS MANDATORY.

Withdrawal from Class by Veterans

Veterans may adjust schedules only during the late registration period without penalty. A veteran who withdraws after this period without demonstrating extenuating circumstances will suffer loss of payments under VA education assistance. If a VA student withdraws from a class after the drop/add period, unless he or she can show VA that there are mitigating circumstances, he or she must return all the money paid to him or her for pursuit of that course from the start of the term, not merely from the date he or she dropped the course.

Standards of Academic Progress for Veterans Administration Benefits

A student will make satisfactory progress when he attends class regularly, makes full effort to complete the course requirements, and maintains a minimum grade point average as required by the State Approving Agency. To be eligible for Veterans Administration benefits, students who are veterans must meet the Standards of Academic Progress requirements applicable to all students at the institution. (See Standards of Academic Progress: General p. 66 of this catalog.)
SCHOLARSHIPS

ATHLETIC SCHOLARSHIPS are awarded to members of intercollegiate teams.

GED SCHOLARSHIPS may be awarded to individuals who have earned their GED. Selection is based on the GED exam score.

ROSEMARY JERNIGAN HONORS PROGRAM SCHOLARSHIPS are awarded to individuals selected by the Honors Council at Jefferson Davis Community College. The selection is based on overall grade point average, ACT or SAT score, or class rank.

The SARA NEAL OUTSTANDING STUDENT SCHOLARSHIP honors the top academic students at area high schools. The valedictorian and salutatorian are eligible for this scholarship.

The SARA NEAL OUTSTANDING CAREER/TECHNICAL SCHOLARSHIP honors the top students at area career/technical schools. The top two students from these schools are eligible for this scholarship.

ART SCHOLARSHIPS are awarded each year to aid students planning a career in art. Applicants may be required to submit samples of their art when applying for this scholarship.

LEADERSHIP SCHOLARSHIPS are awarded to individuals who have served as high school SGA president, senior class president, or yearbook editor.

SENIOR ADULT SCHOLARSHIPS are available for resident adults 60 years of age or older and covers tuition for all college credit courses. Admissions requirements are proof of age and high school graduation. This scholarship does not include fees and textbooks and is limited to students on a space available basis.

OCCUPATIONAL/TECHNICAL SCHOLARSHIPS are awarded to individuals interested in pursuing an occupational/technical education at Jefferson Davis Community College. Interested students are asked to contact the instructor in a specific discipline.

The PRESIDENTIAL SCHOLARSHIP is awarded to a student who scores 27 or higher on the ACT. Applicants must submit an essay with application.

NURSING SCHOLARSHIPS are awarded to select students who have been accepted into the JDCC Nursing Program.

OFFICE ADMINISTRATION SCHOLARSHIPS are awarded to select students interested in pursuing a degree in office administration.
Instructional Information and Regulations
Registration dates are listed in the college calendar, in the printed schedule of classes, and are posted on the College Web site. Students register via the College’s Web site either from their personal computer or from an available computer on the College’s campus. New students and transfer students must first meet with an advisor to be authorized to register on the Web. Students planning to transfer from the College to a public four-year university in Alabama must obtain the STARS guide. Students are responsible for their choice of classes made on the Web once they have met with an advisor.

Payment of tuition and fees is the final step in the registration process, and a student is not registered until payment has been made in full. Only complete payment of charges can be made on the Web. This may be done by credit card (Master Card, VISA, or Discover) or by using available financial aid. If paid on the Web, it is not necessary to come by the business office. If not paid on the Web, payment must be made in the business office (Atmore or Brewton campus) by the date published each semester. If tuition and fees are not paid by the designated date each semester, all classes for the student will be removed from the computer system and the student must register again. If classes are removed from the computer system, there is no guarantee that the same classes will be available.

Once total payment has been made, the classes for which a student has registered cannot be changed (drop/add) except during the published dates each semester, which are generally the first week of classes. Students may not register for classes after the close of registration without the permission of the Dean of Instruction.
CHANGES IN COURSES (DROP/ADD)

Schedule adjustment or the drop and add period will be the first three days of each semester which has a fifteen week period. The drop and add period begins the first instructional day of the semester. Students must drop and add courses online. No grade will be given if a student drops a class during the drop and add period. If a student adds a course, he or she must pay for the additional credit hours at the time the class is added. If a student drops a class and a refund is due, a refund will be mailed to the student's home address by the business office. Courses may not be added after the close of the drop and add period without the approval of the Dean of Instruction.

ATTENDANCE POLICY

Class attendance is an essential part of the educational process at Jefferson Davis Community College. Academic success derived by a student is directly proportional to class participation. Each student has individual responsibility for attending classes and for meeting course objectives. Instructors who have additional attendance requirements over and beyond this policy will clearly outline the requirements in the course syllabi. Participation grades may be negatively impacted by absences.

Students are expected to attend 85% of all class meetings. Students who decide not to continue attending a class or classes should initiate the withdrawal process. It is the student’s responsibility to withdraw from courses (see withdrawal policies and procedures outlined in the college catalog).

Students who are absent in excess of 15% of the total class meeting time (twice the number of times a class meets in a week) may be removed from the course as an unofficial withdrawal and assigned a grade of W. Additionally, students will be responsible for the repaying of any portion of unearned financial aid that results from a complete withdrawal.
CLASSIFICATION OF STUDENTS

Students who have earned thirty-one credit hours or less are classified as freshmen. Those who have earned thirty-two credit hours or more are classified as sophomores.

Students who enroll for one to eleven credit hours are classified as part-time students. A part-time student’s program of study should conform to the general curricular requirements. Students who are registered for 12 to 19 credit hours per semester are classified as full-time students. To complete an associate degree or certificate in a reasonable period of time, students are encouraged to take 15 to 18 hours each semester and 12 hours during the summer term.

FINAL EXAMS

Final exams assure that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit. Faculty are required to administer a final examination/alternative assessment. Alternative assessments include, but are not limited to, final projects, papers, essays, discussions, presentations, etc.

Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Dean of Instruction. Deviations from the published schedule must be approved by the Dean of Instruction.

INDEPENDENT STUDY POLICY

During the two semesters immediately preceding graduation, a regularly enrolled student may participate in independent study courses—one per semester—if necessary to complete graduation requirements.

This privilege is accorded students under the condition that they have been unable to schedule the required course in any other manner. Further, independent study is limited to courses that are not offered each semester and are not laboratory courses.

Such independent study must be initiated by students in consultation with their academic advisor. Application must then be made by the student to the appropriate division chairperson who
must approve the request for independent study. Approval of both the appropriate division chairperson and the instructor concerned is required. Final approval must come from the Dean of Instruction. Independent study courses are normally offered only by full-time faculty members.

**PREREQUISITES**

A student who fails in the first course sequence cannot take the succeeding courses before making up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the instructor of the course or the Dean of Instruction.

**COURSE CREDIT HOUR LOAD**

The normal credit hour load is 12 - 19 credit hours. A student who wishes to take more than nineteen credit hours must obtain special permission from the Dean of Instruction. No one is allowed to exceed 24 credit hours in a semester.

**NEW STUDENT ORIENTATION**

An orientation session is mandatory for all first time college students who plan to attend Jefferson Davis Community College. The on-campus orientation program includes a general session, tour of the campus, career planning, placement testing, and schedule advisement. Students who are unable to attend one of the on-campus orientation sessions may participate in “virtual orientation” on the College’s Web site.

**GRADUATION CEREMONY**

A graduation ceremony is held at the end of each spring semester. Students fulfilling their graduation requirements (see pages 82-83) will be able to participate in the ceremony. Students participating in the ceremony will wear caps and gowns. Candidates should obtain an application for graduation from the Registrar or on
the College Web site at the beginning of the term in which he or she plans to graduate.

**STANDARDS OF ACADEMIC PROGRESS: GENERAL**

The standards of progress shall apply to all students enrolled in programs at Jefferson Davis Community College with the following exceptions:

1. Programs within the institution that are subject to external licensure, certification, and/or accreditation or that are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

2. Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.

3. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid (i.e. Pell Grant).

**Definition of Terms**

- **Grade Point Average (GPA)** - The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

- **Cumulative Grade Point Average (GPA)** - The grade point average based on all hours attempted at the institution based on a 4 point scale.

- **Clear Academic Status** - The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

- **Academic Probation** - (1) the status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at JDCC or (2) the status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted at JDCC but whose GPA for that term was 2.0 or above.
One Semester Academic Suspension - The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at JDCC and whose GPA for that term was below 2.0.

One Year Academic Suspension - The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at JDCC and whose GPA for that term was below 2.0.

Appeal of Suspension - The process by which JDCC shall allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

GPA Requirements

Required grade point average (GPA) levels for students according to the number of hours attempted at Jefferson Davis Community College are as follows:

1. Students who have attempted 12 to 21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.

2. Students who have attempted 22 to 32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.

3. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 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, the Dean of Instruction may intervene by taking steps including, but
not limited to, imposing maximum course load limits, 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 at Jefferson Davis Community College, the student's status is Clear.

2. When a student’s cumulative GPA is below the GPA required for the number of credit hours attempted at Jefferson Davis Community College, 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 at Jefferson Davis Community College, but the semester GPA is 2.0 or above, the student remains on academic probation. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at Jefferson Davis Community College and the semester GPA is below 2.0, the student is placed on academic suspension for one semester. The transcript will read SUSPENDED–ONE SEMESTER. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.

3. 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 re-enters Jefferson Davis Community College on academic probation.

4. 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 Jefferson Davis Community College, 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. However, when
the semester GPA is below 2.0, the student will be suspended for one calendar year. The transcript will read SUSPENDED–ONE YEAR.

5. The student may appeal a one-term or one-year suspension. 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 the institution on academic probation. The student who serves the calendar year suspension re-enters Jefferson Davis Community College on academic probation. The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION–ONE TERM, ACADEMIC SUSPENSION–ONE YEAR, ACADEMIC PROBATION–ONE YEAR, ONE TERM SUSPENSION–READMITTED ON APPEAL, OR ONE YEAR SUSPENSION–READMITTED ON APPEAL.

Process of Appeal for Readmission

1. 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/Academic Standards Committee within five days of receipt of the notice of suspension. The notice of suspension will consist of the final grade report that is mailed to the student at the end of the semester.

2. During the meeting of the Admissions/Academic Standards Committee, which shall not be considered a “due process” hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate re-admission.

   a. The decision of the Admissions/Academic Standards Committee, together with the materials presented by the student, shall be placed in the College's official records.

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

**Standards of Academic Progress: Institutional Credit Courses**

1. **Definition** - Institutional credit courses are those courses that are not creditable toward a formal award and may include Training for Business and Industry courses and courses numbered below the 100 level.

2. **Grades** - Jefferson Davis Community College may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory ("S" 0 points), Unsatisfactory ("U" 0 points), and In Progress ("IP" 0 points). See policy ("Special Courses" next page) on optional grades for institutional credit courses.

3. **Special Standards of Progress** for students enrolled in these courses are as follows:
   
a. A student who is enrolled in an institutional credit course and who receives a grade of "U" or "IP" for one semester may not take the course a second semester until he or she receives special academic advising.

   b. After the second semester in which the student receives a grade of "U" or "IP" in the same course, the student must appeal through the institution’s appeal process before the student will be allowed to re-enroll in the course.

**Grading System and Quality Points**

The following letter grades and quality points are assigned for all courses for which students (other than nursing students) have registered. For the nursing grading system refer to the nursing section under “Programs of Study” in this catalog.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points per credit hour</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points per credit hour</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points per credit hour</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point per credit hour</td>
</tr>
</tbody>
</table>
F  (below 60)  Failure  0 points

I  Incomplete. Must be made up no later than the end of the following semester or becomes an “F.”

AU  Audit. Course taken for no credit. Must be declared by the end of registration period and may not be changed thereafter.

W  Official withdrawal from a course prior to the designated withdrawal date.

The student’s quality point average is determined by multiplying the number of quality points for each grade received by the number of credit hours for that course; then the total number of quality points is divided by the total number of credit hours attempted.

Courses with grades of “A,” “B,” “C,” “D,” “F,” or “I” are included in the computation of the quality point average. Grades of “I” are treated the same as an “F” in the quality point average computation.

The special grade designator of “S,” “U,” “W,” and “IP” carry no quality points and are not averaged into the grade point average.

**Special Courses**

The following grades may be used for developmental courses (institutional credit courses) and some Training for Business and Industry courses:

S  Satisfactory  0 points
U  Unsatisfactory  0 points
IP  In Progress  0 points

**GRADE REPORTS**

Grades are issued at the close of each semester. Grades can be viewed and printed from the College Web site at [www.jdcc.edu](http://www.jdcc.edu). Each semester students should check their final grade report to ensure receipt of appropriate grades. Students are ultimately responsible for their final grade.
GRADE APPEAL

It is the philosophy of Jefferson Davis Community College that grade appeals be handled as informally as possible. If any student suspects an error with his or her grade, he or she should first have a consultation with the instructor for the particular course. If the appeal is not satisfied, then the student will consult with the division chair. Only after full and comprehensive attempts have been made and documented by the student, faculty, and division chair should the Dean of Instruction be consulted. (See Student Handbook for appeal process.)

WITHDRAWAL FROM A COURSE

A student who is unable to complete a course is expected to withdraw from that course by the first day of the last week of classes prior to final exams.

1. Withdrawal by the first day of the last week of class prior to final exams can be done without penalty, and the student will receive a grade of “W” for the course. The student must complete and submit the proper form to the Registrar.

2. This withdrawal is done only by student written request.

3. The grade “W” is allowed regardless of the student’s grades to the point of withdrawal.

4. Students not properly withdrawn from a class will receive the grade earned in the course.

Withdrawal forms may be obtained from the Registrar on the Brewton Campus, the receptionist on the Atmore Campus, or from the College’s Web site.

WITHDRAWAL FROM THE COLLEGE

A student may withdraw from Jefferson Davis Community College upon request at any time during the semester by obtaining
and completing the proper form from the Registrar and by participating in an exit interview with appropriate college personnel. The official withdrawal date will be the date the completed form is submitted to the Registrar and the exit interview is completed. If a student withdraws after midterm, he or she will be required to have each instructor sign the withdrawal form.

1. A grade of “W” will be assigned as the final grade if the student completes the withdrawal process by the first day of the last week of class prior to final exams.

2. Failure to follow formal procedures for withdrawal will result in the student receiving the grade he or she earned in the course(s).

3. Credit hours will not be averaged into the student’s grade point average if a grade of “W” is obtained.

**ACADEMIC BANKRUPTCY POLICY**

The academic bankruptcy policy will allow students at certain intervals of their academic career or training to declare bankruptcy. The transcript will identify the bankrupted courses and credits; however, all coursework taken, even hours completed satisfactorily, will be disregarded in the cumulative grade point average and the graduation grade point average and will not be counted towards graduation requirements.

1. A student may make a request in writing to the Registrar to declare academic bankruptcy under the following conditions:

   a. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during the one to three
semesters provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

2. When academic bankruptcy is declared, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected. The transcript will reflect the semester of its implementation and the transcript will be stamped “ACADEMIC BANKRUPTCY IMPLEMENTED.”

3. A student may declare academic bankruptcy only once.

4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

**COURSE FORGIVENESS**

Course forgiveness offers students an opportunity to enhance their understanding of course material and to improve their grade for a course. Any course for which the student has previously registered at the College may be repeated at the College. If a course is repeated, the last grade awarded (excluding a 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 employed in computation of the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation. Official records at the College will list each course in which a student has enrolled. Implementation of forgiveness by the College does not guarantee that other institutions will approve such action.

A student must request that the Registrar implement forgiveness after the course has been successfully repeated.
ADULT EDUCATION AND FAMILY LITERACY

Jefferson Davis Community College offers year-round Adult Basic Education (ABE), Alabama High School Equivalency Diploma (GED), Alabama Adult High School Diploma (AAHSD), English as a Second Language (ESL), and Family/Intergenerational Literacy classes. These classes provide opportunities for adult learners to improve their academic work and life skills. Students may enroll at any time by simply attending one of the classes. Instructional methodologies are based on individual learner needs and may range from one-on-one tutoring to group instruction. Computer assisted instructional programs are an integral part of classroom instruction. Classes are held at a variety of locations throughout Escambia County and are selected based on accessibility to adult learners. To participate in these classes, an individual must be 16 years of age or older and not enrolled in a public, private, or home school at the time of enrollment.

The following programs are available through the college’s adult education program:

**Adult Basic Education (ABE)**

The ABE classes offer reading, writing, and computing mathematically for adult learners functioning at or below the 8.9 grade equivalency.

**Alabama High School Equivalency Diploma (GED) Preparation**

The Alabama High School Equivalency Diploma (GED) classes offer reading, writing, computing mathematically, social studies, science, literature, and the arts for adult learners functioning at the 9.0 to 12.9 grade equivalency in preparation for the Alabama High School Equivalency Diploma (GED).

For information on the GED testing policy, refer to the Student Handbook section of this catalog.
Alabama High School Equivalency Diploma (GED) Online

Due to work schedules, family time, or other important commitments, some adult education students may not be able to attend adult education classes. For these students, the GED Online may be the solution to improving their academic skills and to earning the Alabama High School Equivalency Diploma (GED). Students may access this instructional program from any location as long as they have access to a computer and the Internet. Students interested in the GED Online program should register at one of the college’s adult education classes. The class instructor will determine if the student meets the GED Online enrollment qualifications.

Alabama Adult High School Diploma

This instructional program provides adult learners with the opportunity to earn high school credits needed to obtain an Alabama Adult High School Diploma.

English as a Second Language (ESL)

ESL classes provide non-English speaking persons with the language skills needed to succeed in becoming productive and effective members in their local communities.

Family/Intergenerational Literacy

These classes offer programs and services that are of sufficient intensity and duration to make sustainable changes in the life of all family members. The classes integrate the following activities:

1. interactive literacy activities between parents and their children;

2. training for parents regarding how to be the primary teacher for their children and full partners in the education of their children;

3. parent literacy training that leads to economic self-sufficiency; and,

4. an age-appropriate education to prepare children for success in school and life experiences.
CONTINUING EDUCATION PROGRAM

The Continuing Education Program at Jefferson Davis Community College offers a wide variety of educational programs and services. Services include seminars, conferences, short courses, and workshops. These services are available to public and private organizations, as well as to individuals. The selection of continuing education courses is based on interests and needs of the area served by the College. Such courses will vary from semester to semester as demand dictates.

One continuing education unit is ten contact hours of participation in an organized continuing education experience under capable and qualified instructors.

EVENING PROGRAM

Jefferson Davis Community College provides an educational program for persons who wish to attend college in the evening. The evening program, an extension of the day program, offers courses designed to meet the needs of those who wish to complete the first two years of a college program, as well as those who wish to earn a two-year terminal degree. Faculty who teach during the evening meet the same educational requirements as the faculty who teach during the day. The policies for admission, registration, graduation, and course requirements for the evening students are the same as those for the day students.

Evening Program Coordinators are on duty each evening from 4:30 p.m. until 9:30 p.m. Monday through Thursday to provide assistance to instructional personnel and students. Their offices are located in the Student Center on the Brewton Campus and in the Administration Building on the Atmore Campus.

HONORS PROGRAM

The Jefferson Davis Community College Honors Program allows students of demonstrated ability the opportunity to pursue a special series of courses as a group. These courses are designed to engage and challenge a student's mind and enrich his or her total college experience. This program provides for extensive interaction with instructors and fellow students. Honors students also have
opportunities to participate in seminars, off-campus field trips, and special lectures.
Honors courses are noted on the student’s transcript, and the student receives an Honors diploma upon graduation.

TECH PREP PROGRAM

The Tech Prep Program is a federally funded program that provides a sequence of study beginning in high school and continuing through at least two years of postsecondary education. The program is designed to prepare students for high-skill technical occupations and allows either direct entry into the workplace after high school graduation or continuation of study that leads to an associate degree in a two-year college. The purposes of the Tech Prep Program are to eliminate unnecessary duplication of course work through articulation agreements, to provide for a smoother transition from one education level to the next, and to provide a challenging curriculum.

Students enrolled in vocational programs articulated with Jefferson Davis Community College may be granted credit through subject area testing. For more information call the Escambia Tech Prep Coordinator at Jefferson Davis Community College.

TRAINING FOR BUSINESS AND INDUSTRY

The Training for Business and Industry Program at Jefferson Davis Community College provides local companies with a wide range of technical, academic, and administrative training. College faculty will customize training programs to meet the specific needs of targeted employees and provide training either on campus or at the work site.

WEEKEND COLLEGE

Classes are offered at Jefferson Davis Community College on Friday nights, Saturdays, and/or Sundays. For more information, review the semester course schedule or contact the Dean of Instruction.
DUAL ENROLLMENT

The College has been authorized to establish dual enrollment/dual credit programs with local boards of education in its service area. The courses taken at the College will apply toward a high school diploma and a college degree.

Residents of Escambia County, Alabama, are eligible for a scholarship that covers tuition, fees, and books when participating in the dual enrollment program during the fall and spring semesters only. Any student who receives the scholarship and who registers for and then withdraws from a dual enrollment course or who does not otherwise successfully complete a dual enrollment course will be held responsible for all charges associated with the next dual enrollment course that he or she may elect to take.

See page 33 of this catalog for admissions requirements for dual enrollment students.

DISTANCE EDUCATION

The College provides quality educational opportunities for learners in a flexible manner through its Distance Education program. A limited number of courses may be taken online via the Internet or over the telecommunications system.

Online courses are equivalent to on-campus courses. Students complete the courses using a personal computer with Internet access and connectivity. The majority of assignments are completed online; instructors may require some on-campus activities.

Telecommunications classes are taught simultaneously between the Brewton and Atmore Campuses by one instructor. Students interact with the instructor and other students using interactive teleconferencing equipment. These classes are not recommended for the hearing impaired.
NOTES
Programs of Study
Associate Degrees Awarded

Jefferson Davis Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science Degrees.

1. The Associate in Arts Degree and the Associate in Science Degree are awarded to students completing a planned university parallel program. Both degrees are designed for those students who plan to transfer to four-year institutions and pursue programs of study requiring specialization on the junior and senior levels.

2. The Associate in Applied Science Degree is awarded to students who satisfy the requirements of a specific occupational or technical program.

Associate Degree Requirements

A student earning an Associate Degree must meet the following criteria:

1. Satisfy all admission requirements.

2. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study including prescribed general education courses.

3. Earn a 2.0 cumulative GPA in all courses attempted at the College. In the transfer program, the student should have a 2.0 (“C”) grade in each course taken for transfer credit. 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.

4. Complete at least 25 percent of semester credit hours at the College.
5. Meet all graduation requirements within one calendar year from the last semester (term) of attendance.

6. Complete all degree requirements listed on the degree plan.

7. Submit an application for graduation to the Dean of Student Affairs’ office at the beginning of the term in which they plan to graduate.

8. The Associate in Arts Degree and the Associate in Science Degree may not be earned in the same semester. A student who has earned an Associate in Science Degree and who takes a minimum of 6 additional credit hours during another semester(s) may meet the requirements to earn the Associate in Arts Degree.

9. Fulfill all financial and/or other obligations to Jefferson Davis Community College prior to graduation.

10. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered JDCC, provided the catalog is dated no more than five years prior to the expected graduation date.

Certificate Requirements

A certificate is awarded to a student who completes the requirements of a specific community college certificate program outlined in this catalog. A student earning a certificate must meet the following criteria:

1. Satisfy all admission requirements.

2. Satisfactorily complete an approved program of study.

3. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purpose of meeting graduation requirements.
4. Complete at least 25 percent of semester credit hours at the College.

5. Meet all requirements for graduation within a calendar year from the last semester (term) of attendance.

6. Fulfill all financial obligations to the College including all fees associated with graduation.

7. Participate in the mandatory post-test if a placement test was administered upon entrance to the College.

8. Submit an application for graduation to the Dean of Student Affairs’ office at the beginning of the term in which they plan to graduate.

9. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered JDCC, provided the catalog is dated no more than five years prior to the expected graduation date.
PROGRAMS OF STUDY
FOR DEGREES AND CERTIFICATES

Associate in Arts Degrees (A.A.)

- Business Administration
- Computer Information Systems
- Computer Management Information Systems
- Elementary/Special Education
- Forestry
- Physical Education
- Religion and Philosophy
- Secondary Education
- Social Work
- Theater Arts

Associate in Science Degrees (A.S.)

- Agronomy & Soils
- Biological Sciences
- Criminal Justice
- Health Information Management
- Mathematics
- Medical Technology
- Pre-Dentistry and Pre-Medicine
- Pre-Engineering
- Pre-Law
- Pre-Occupational Therapy
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary Medicine
- Radiological Sciences
- Respiratory Therapy
- Speech and Hearing Science

Associate in Applied Science Degrees (A.A.S.)

- Drafting and Design Technology
- Nursing
- Office Administration
Certificate Programs

Air Conditioning and Refrigeration  
Automotive Body Repair  
Business  
Chemical Technician  
Drafting and Design Technology  
Emergency Medical Services  
Management and Supervision  
Masonry  
Nursing Assistant/Home Health Aide  
Office Administration  
Welding Technology

Transfer Program

Physical Therapist Assistant *(Transfer degree program; AAS degree awarded by Jefferson State Community College, Birmingham, AL)*

Noncredit Program

Office Careers

Students desiring to transfer to a senior institution should plan as early as possible where and in what program they wish to transfer. Students are strongly encouraged to visit several colleges and universities to help in making these decisions. Students should inquire what courses should be completed at Jefferson Davis Community College for transfer to the senior institution in the chosen program.

The STARS articulation guide (available on the Internet at [http://stars.troy.edu](http://stars.troy.edu)) has been developed for public in-state colleges and universities. Students planning to transfer to other colleges and universities are responsible for coordinating their academic program with the transfer institution.

Faculty advisors will aid students in developing a degree or certificate plan for graduating from Jefferson Davis Community College. Students must follow the approved plan for their courses of study.
THE ASSOCIATE IN ARTS
DEGREE REQUIREMENTS

The General Education Core for the Associate in Arts Degree:

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

Area II: Humanities, Fine Arts, and Speech.................................................. 12 Credit Hours
- *Must complete 3 semester hours in Literature.
- Must complete 3 semester hours in the Arts.
- Must complete 3 semester hours in Speech.

Remaining semester hours to be selected from Speech, Humanities and/or Fine Arts.

Humanities, Fine Arts and Speech disciplines include, but are not limited to: Art and Art History, Ethics, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religious Studies, Speech, Theater and dance.

Area III: Natural Science and Mathematics.................................................. 11 Credit Hours
- *Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level.
- Must complete 8 semester hours in the Natural Sciences which must include laboratory experiences.

In addition to Mathematics, disciplines in the Natural Sciences include: Biological Sciences, Chemistry, Physics, and Physical Science.

Area IV: History, Social, and Behavioral Sciences....................................... 12 Credit Hours
- *Must complete 3 semester hours in History.
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

Area I-IV: Minimum General Education Requirements.................................... 41 Credit Hours

Area V: Pre-Professional, Pre-Major, and Elective Courses ....................... 19-23 Credit Hours
- Must complete courses appropriate to the degree requirements and to the major of the individual student including electives.
- Must complete CIS 146.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree programs 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

* 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 student’s major and transfer plans.

**Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor’s degrees, institutions in The Alabama College System will only be authorized to provide 50 percent of that total (60-64 credit hours).
Degree Plan
ASSOCIATE IN ARTS DEGREE

Student/Advisee Name: __________________________ SS#: __________________________
Anticipated Semester of Graduation: ____________ Advisor: __________________________
Major/Specialty: _______ Intended Transfer Institution: __________________________

Two-sequence course selection based on major/transfer plans. Check one:

☐ Literature

<table>
<thead>
<tr>
<th>AREA I</th>
<th>AREA II</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITTEN COMPOSITION</td>
<td>HUMANITIES, FINE ARTS, AND SPEECH</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Literature</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Humanities, and/or Fine Arts</td>
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</table>

☐ History

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<thead>
<tr>
<th>AREA III</th>
<th>AREA IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATHEMATICS AND NATURAL SCIENCE</td>
<td>HISTORY, SOCIAL AND BEHAVIORAL SCIENCES</td>
</tr>
<tr>
<td>MTH 110, MTH 112, or Comparable Level Math:</td>
<td>History</td>
</tr>
</tbody>
</table>

☐ AREA V

<table>
<thead>
<tr>
<th>AREA V</th>
<th>AREA V</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR/SPECIALITY AND ELECTIVES</td>
<td>documentation of computer skills:</td>
</tr>
</tbody>
</table>

Semester Hours Required for Degree:

Minimum 60 Hours
Maximum 64 Hours
### ASSOCIATE IN ARTS DEGREE

- **COURSES FOR STUDENT SELECTION**

<table>
<thead>
<tr>
<th>AREA II • HUMANITIES AND FINE ARTS</th>
<th>AREA III • MATHEMATICS AND NATURAL SCIENCE</th>
<th>AREA IV • SOCIAL AND BEHAVIORAL SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART  MUS  PHL</td>
<td>BIO  MTH</td>
<td>ANT  GEO</td>
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<td>ENG  MUL  REL</td>
<td>CHM  PHS</td>
<td>HIS  POL</td>
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<tr>
<td>HUM  THR  SPA</td>
<td>PHY</td>
<td>ECO  PSY</td>
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<tr>
<td>SPH</td>
<td></td>
<td>SOC</td>
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</table>

### INDIVIDUAL PROGRAMS OF STUDY FOR THE ASSOCIATE IN ARTS DEGREES

Students should consult with representatives from their prospective transfer institution or use the STARS Web site ([www.stars.troy.edu](http://www.stars.troy.edu)) for approved Area V electives. JDCC advisors may also assist you with course selection.

### BUSINESS ADMINISTRATION

This program is suggested for students who plan to transfer to a four-year institution and major in a specialized or general business administration curriculum. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the courses listed below must be completed for Area V.

Core curriculum courses that should be taken for any business option include ECO 231 and ECO 232, MTH 112, second literature course of sequence, SPH 107, ART 100 or MUS 101, and PSY 200.

Students transferring to the University of West Florida must take at least two hours of PED courses and must complete two semesters of foreign language before graduation from University of West Florida. BUS 263 will not transfer to UWF, choose any elective as a substitute.
Business electives that may be taken to meet the requirements include BUS 248, BUS 275, BUS 276, BUS 279, or BUS 285. MTH 125 may be taken to meet elective requirements. Students should consult their transfer institution or the statewide Articulation Committee's Internet based transfer system STARS for approved electives. For more information about STARS go to http://www.jdcc.edu home page and click on the STARS link. See your academic advisor for assistance.

### General Business Administration Option

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<tbody>
<tr>
<td>*BUS 241 &amp; BUS 242 or BUS 210 or BUS 241 &amp; BUS 248</td>
<td>6</td>
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<tr>
<td>BUS 263</td>
<td>3</td>
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<tr>
<td>BUS 271</td>
<td>3</td>
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<tr>
<td><strong>BUS 241 &amp; BUS 248</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Business Elective</strong></td>
<td>3</td>
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<tr>
<td><strong>CIS 146</strong></td>
<td>3</td>
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</tbody>
</table>

*The accounting sequence taken depends upon the transfer institution selected and the student’s major.

### Professional Accounting Option

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<tbody>
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<td>BUS 241</td>
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<td>BUS 242</td>
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<td>BUS 248</td>
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<td>BUS 263</td>
<td>3</td>
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<tr>
<td>BUS 271</td>
<td>3</td>
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<tr>
<td>BUS 272</td>
<td>3</td>
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<tr>
<td><strong>CIS 146</strong></td>
<td>3</td>
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</table>

### Accounting Information Systems Option

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<td>BUS 241</td>
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<td>BUS 242</td>
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<td>BUS 263</td>
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<td>BUS 271</td>
<td>3</td>
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<tr>
<td>BUS 272</td>
<td>3</td>
</tr>
<tr>
<td><strong>CIS 146</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CIS 251</strong></td>
<td>3</td>
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</table>

### Management Information Systems Option

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<td><em>BUS 241 &amp; BUS 242 or BUS 210</em></td>
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<tr>
<td><strong>BUS 241 and BUS 248</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>BUS 272</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CIS 146</strong></td>
<td>3</td>
</tr>
</tbody>
</table>
BUS 263..............................3  CIS 251..............................3  
BUS 271..............................3  

*The accounting sequence taken depends upon the transfer institution selected and the student’s major.

**E-Commerce Option**

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<tbody>
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<td>BUS 241</td>
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<td>BUS 242</td>
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<td>BUS 271</td>
<td>3</td>
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<tr>
<td>BUS 272</td>
<td>3</td>
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<tr>
<td>CIS 147</td>
<td>3</td>
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<tr>
<td>(Prerequisite CIS 146)</td>
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</tbody>
</table>

Computer Science/ 
Business Elective |
CIS 251......................3

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit from this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**COMPUTER INFORMATION SYSTEMS**

This program is suggested to prepare students for transfer to a four-year institution for a major in computer information systems or management information systems. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CIS 146</td>
<td>3</td>
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<tr>
<td>CIS 251</td>
<td>3</td>
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<tr>
<td>MTH 126</td>
<td>4</td>
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<tr>
<td>MTH 115</td>
<td>4</td>
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<tr>
<td>MTH 125</td>
<td>4</td>
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<tr>
<td>MTH 227</td>
<td>4</td>
</tr>
</tbody>
</table>

The remaining hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Computer Science.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this
plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

Students should consult their transfer institution or the statewide Articulation Committee’s Internet based transfer system STARS for approved electives. For more information about STARS go to http://www.jdcc.edu home page and click on the STARS link. See your academic advisor for assistance.

**COMPUTER MANAGEMENT INFORMATION SYSTEMS**

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<tr>
<td><em>BUS 241 &amp; BUS 242 or BUS 210</em></td>
<td>BUS 272.................................3</td>
</tr>
<tr>
<td>BUS 241 and BUS 248 ............6</td>
<td>CIS 146.................................3</td>
</tr>
<tr>
<td>BUS 263.............................3</td>
<td>CIS 251.................................3</td>
</tr>
<tr>
<td>BUS 271.............................3</td>
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</tbody>
</table>

*The accounting sequence taken depends upon the transfer institution selected and the student’s major.

**ELEMENTARY/SPECIAL EDUCATION**

This program is suggested for students who plan to transfer to a four-year institution and major in elementary education, special education, media services, or school librarianship. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>HED 224.............................3</td>
<td>PHS 112.................................4</td>
</tr>
<tr>
<td>PED electives..........................1/2</td>
<td>MTH 231.................................3</td>
</tr>
<tr>
<td>PHS 111.............................4</td>
<td>MTH 232.................................3</td>
</tr>
</tbody>
</table>

Note: A minimum ACT score and Basic Skills Competency Test (BSCT) score is required for admission to schools of education in Alabama.

Core curriculum courses that should be taken include ECO 231 or ECO 232, GEO 100, MTH 112, and any two of the following: PSY 200, SOC 200, POL 211, or POL 200.
Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**FORESTRY**

This program is suggested for those who plan to transfer to a four-year institution and follow a career in forestry or wood technology. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

<table>
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<tbody>
<tr>
<td>BUS 271 or MTH 265 .................................. 3</td>
<td>CIS 146 ............................................ 3</td>
</tr>
<tr>
<td>CHM 111 ................................................. 4</td>
<td>PHY 201 ............................................ 4</td>
</tr>
<tr>
<td>CHM 112 ................................................. 4</td>
<td>PHL 206 ............................................ 3</td>
</tr>
</tbody>
</table>

Core curriculum courses that should be taken include BIO 103, BIO 104, ECO 232, and MTH 125 or higher.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**PHYSICAL EDUCATION**

This program is suggested for students who plan to transfer to a four-year institution and major in any of the various areas of health, physical education, and recreation. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>BIO 201 .................................................. 4</td>
<td>PED 200 ............................................ 3</td>
</tr>
<tr>
<td>HED 224 .................................................. 3</td>
<td>PED electives ..................................... 3</td>
</tr>
<tr>
<td>HED 231 .................................................. 3</td>
<td></td>
</tr>
</tbody>
</table>
The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

RELGION AND PHILOSOPHY

The courses listed in the program are suggested for those students who plan to transfer to a senior institution and major in religion or philosophy. Upon completion of this program, the student may be admitted to a senior institution to complete preparation for seminary. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>ECO 231.....................................3</td>
<td>REL 151......................................3</td>
</tr>
<tr>
<td>PHL 106 .....................................3</td>
<td>REL 152 ......................................3</td>
</tr>
<tr>
<td>REL 101 .....................................3</td>
<td>Electives ......................................6</td>
</tr>
</tbody>
</table>

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

SECONDARY EDUCATION

This program is suggested for students who plan to transfer to a four-year institution and major in secondary education. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed.

Note: A minimum ACT score and Basic Skills Competency Test (BSCT) score is required for admission to schools of education in Alabama.
The hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**SOCIAL WORK**

This program is suggested for students who plan to transfer to a four-year institution and major in social work. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>ECO 231 ...</td>
<td>3</td>
</tr>
<tr>
<td>ECO 232 ...</td>
<td>3</td>
</tr>
<tr>
<td>PSY 200 ...</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 ...</td>
<td>3</td>
</tr>
<tr>
<td>MTH 265 ...</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 ...</td>
<td>3</td>
</tr>
<tr>
<td>SOC 247 ...</td>
<td>3</td>
</tr>
</tbody>
</table>

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.
THEATER ARTS

This program is suggested for students who plan to transfer to a four-year institution and major in Theater arts. To earn the Associate in Arts Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>SPH 107 .....................................3</td>
<td>THR 131......................................3</td>
</tr>
<tr>
<td>THR 113 .....................................1</td>
<td>THR 132......................................3</td>
</tr>
<tr>
<td>THR 114 .....................................1</td>
<td>THR 241......................................3</td>
</tr>
<tr>
<td>THR 115 .....................................1</td>
<td>Electives......................................3</td>
</tr>
</tbody>
</table>

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.
THE ASSOCIATE IN SCIENCE
DEGREE REQUIREMENTS

The General Education Core for the Associate in Science Degree:

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

Area II: Humanities, Fine Arts, and Speech................................................. 12 Credit Hours
  • *Must complete 3 semester hours in Literature.
  • Must complete 3 semester hours in the Arts.
  • Must complete 3 semester hours in Speech.
  Remaining semester hours to be selected from Speech, Humanities and/or Fine Arts.

*Humanities, Fine Arts and Speech disciplines include, but are not limited to: Art and Art History, Ethics, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religious Studies, Speech, and Theater.

Area III: Natural Science and Mathematics.................................................. 11 Credit Hours
  • Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level.
  • Must complete 8 semester hours in the Natural Sciences which must include laboratory experiences.
In addition to Mathematics, disciplines in the Natural Sciences include: Biological Sciences, Chemistry, Physics, and Physical Science.

Area IV: History, Social, and Behavioral Sciences ..................................... 12 Credit Hours
  • *Must complete 3 semester hours in History.
  • Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

Area I-IV: Minimum General Education Requirements............................... 41 Credit Hours

Area V: Pre-Professional, Pre-Major, and Electives Courses .......... **19-23 Credit Hours
  • Must complete courses appropriate to the degree requirements and major of the individual student including electives.
  • Must complete CIS 146.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree programs 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

*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 student’s major and transfer plans.

**Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor’s degrees, institutions in The Alabama College System will only be authorized to provide 50 percent of that total (60-64 credit hours).
### Degree Plan

**ASSOCIATE IN SCIENCE DEGREE**

<table>
<thead>
<tr>
<th>Student/Advisee Name:</th>
<th>SS#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Semester of Graduation:</td>
<td>Advisor:</td>
</tr>
<tr>
<td>Major/Specialty:</td>
<td>Intended Transfer Institution:</td>
</tr>
</tbody>
</table>

Two-sequence course selection based on major/transfer plans. Check one:

- □ Literature
- □ History

<table>
<thead>
<tr>
<th>AREA I</th>
<th>AREA IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITTEN COMPOSITION (6 HRS)</td>
<td>HISTORY, SOCIAL AND BEHAVIORAL SCIENCES (12 HRS)</td>
</tr>
<tr>
<td>ENG 101</td>
<td>HISTORY (3 HRS)</td>
</tr>
<tr>
<td>ENG 102</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA II</th>
<th>AREA V</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMANITIES, FINE ARTS, AND SPEECH (12 HRS)</td>
<td>MAJOR/SPECIALITY AND ELECTIVES (19-23 HRS)</td>
</tr>
<tr>
<td>Literature (3 HRS)</td>
<td></td>
</tr>
<tr>
<td>Humanities and/or Fine Arts (6 HRS)</td>
<td></td>
</tr>
<tr>
<td>Speech (3 HRS)</td>
<td></td>
</tr>
<tr>
<td>SPH 107</td>
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</table>

<table>
<thead>
<tr>
<th>AREA III</th>
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</thead>
<tbody>
<tr>
<td>MATHEMATICS AND NATURAL SCIENCE (11 HRS)</td>
<td></td>
</tr>
<tr>
<td>(MTH 110, MTH 112, or Comparable Level Math):</td>
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<tr>
<td>MTH</td>
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</table>

Natural Sciences (8 Semester Hours in Natural Science, including laboratory corequisite)

Documentation of Computer Skills:

CIS 146

**SEMESTER HOURS REQUIRED FOR DEGREE:**

*Minimum 60 Hours*
*Maximum 64 Hours*
ASSOCIATE IN SCIENCE DEGREE
− COURSES FOR STUDENT SELECTION −

<table>
<thead>
<tr>
<th>AREA II</th>
<th>AREA III</th>
<th>AREA IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMANITIES AND FINE ARTS</td>
<td>MATHEMATICS AND NATURAL SCIENCE</td>
<td>SOCIAL AND BEHAVIORAL SCIENCE</td>
</tr>
<tr>
<td>ART</td>
<td>BIO</td>
<td>ANT</td>
</tr>
<tr>
<td>MUS</td>
<td>MTH</td>
<td>GEO</td>
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<td>PHL</td>
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<td>ENG</td>
<td>CHM</td>
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<tr>
<td>HUM</td>
<td>PHY</td>
<td>ECO</td>
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<td>THR</td>
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<td>PSY</td>
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<tr>
<td>SPA</td>
<td></td>
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<tr>
<td>SPH</td>
<td></td>
<td>SOC</td>
</tr>
<tr>
<td>INDIVIDUAL PROGRAMS OF STUDY FOR THE ASSOCIATE IN SCIENCE DEGREES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should consult with representatives from their prospective transfer institution or use the STARS Web site (www.stars.troy.edu) for approved Area V electives. JDCC advisors may also assist you with course selection.

AGRONOMY AND SOILS

This program is suggested for students who plan to transfer to a four-year institution and pursue a career in business closely related to agricultural production, marketing, and public policies affecting agriculture. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CHM 111 ................................... 4</td>
<td>MTH 115 ..................................... 4</td>
</tr>
<tr>
<td>CHM 221 ..................................... 4</td>
<td>PHY 201 ..................................... 4</td>
</tr>
<tr>
<td>ECO 232 ..................................... 3</td>
<td></td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken include BIO 103 and BIO 104.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this
plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**BIOLOGICAL SCIENCES**

This program is suggested for students who plan to transfer to a four-year institution and major in biology, botany, zoology, or more specialized branches of biological science such as entomology, fisheries management, or wildlife management. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CHM 111</td>
<td>CHM 222</td>
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<tr>
<td>CHM 112</td>
<td>MTH 115</td>
</tr>
<tr>
<td>CHM 221</td>
<td></td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken (over other options) include BIO 103 and BIO 104.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**CRIMINAL JUSTICE**

This program is suggested for students who plan to transfer to a four-year institution and major in criminal justice. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CIS 146</td>
<td>CRJ 100</td>
</tr>
</tbody>
</table>

The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended
transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

HEALTH INFORMATION MANAGEMENT

To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

<table>
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<tbody>
<tr>
<td>BIO 202</td>
<td>4</td>
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<tr>
<td>CIS 146</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>3</td>
</tr>
<tr>
<td>MTH 265</td>
<td>3</td>
</tr>
</tbody>
</table>

The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer.

Core curriculum courses that must be taken (over other options) include BIO 103 and BIO 201, MTH 112, PSY 200, ECO 231 and ECO 232, and SPH 107.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

MATHEMATICS

This program is suggested for students who plan to transfer to a four-year institution and major in mathematics. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>MTH 125</td>
<td>4</td>
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<tr>
<td>MTH 126</td>
<td>4</td>
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<tr>
<td>MTH 227</td>
<td>4</td>
</tr>
<tr>
<td>MTH 238</td>
<td>4</td>
</tr>
</tbody>
</table>

The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended
transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

MEDICAL TECHNOLOGY

To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tr>
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<tbody>
<tr>
<td>BIO 220 ......................................4</td>
<td>CHM 221 .....................................4</td>
</tr>
<tr>
<td>CHM 111 ....................................4</td>
<td>CHM 222 .....................................4</td>
</tr>
<tr>
<td>CHM 112 ....................................4</td>
<td>MTH 265 .....................................3</td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken (over other options) include BIO 103, BIO 104, and MTH 115.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

PRE-DENTISTRY AND PRE-MEDICINE

The courses listed in this program are suggested for those students who plan to enter the profession of medicine or dentistry. Upon completion of this program the student may be admitted to a senior institution to complete the preparation for admission to a school of medicine or dentistry. Since requirements vary among four-year institutions, students should consult the college of their choice about specific requirements at that institution. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CHM 111 ....................................4</td>
<td>MTH 125 .....................................4</td>
</tr>
<tr>
<td>CHM 112 ....................................4</td>
<td>MTH 126 .....................................4</td>
</tr>
<tr>
<td>CHM 221 ....................................4</td>
<td>PHY 213 .....................................4</td>
</tr>
<tr>
<td>CHM 222 ....................................4</td>
<td>PHY 214 .....................................4</td>
</tr>
</tbody>
</table>
Core curriculum courses that must be taken include BIO 103 and BIO 104.

Note: A maximum of 64 semester hours will transfer to a four-year institution. The student must select from the core curriculum and Area V courses.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

**PRE-ENGINEERING**

The pre-engineering program is suggested for students wanting to be admitted to the third year class in most schools of engineering. The student who plans to study pre-engineering will be expected to have good grades in algebra, geometry, trigonometry, chemistry, and physics. Since requirements vary among four-year institutions, engineering programs should be checked at individual colleges. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CHM 111 .................. 4</td>
<td>MTH 227 .................. 4</td>
</tr>
<tr>
<td>ECO 232 .................. 3</td>
<td>PHL 206 ................. 3</td>
</tr>
<tr>
<td>MTH 125 .................. 4</td>
<td>PHY 213 ................. 4</td>
</tr>
<tr>
<td>MTH 126 .................. 4</td>
<td>PHY 214 ................. 4</td>
</tr>
</tbody>
</table>

Note: MTH 125 Calculus I will meet core math requirement.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.
PRE-LAW

To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed.

The hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

PRE-OCCUPATIONAL THERAPY

The following program is suggested for students who plan to transfer to the University of Alabama at Birmingham. Please note that this is a Master’s level program only. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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</thead>
<tbody>
<tr>
<td>ANT 200</td>
<td>CHM 104</td>
</tr>
<tr>
<td>BIO 202</td>
<td>MTH 265</td>
</tr>
<tr>
<td>CIS 146</td>
<td>PSY 210</td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken (over other options) include ART 113, BIO 103, BIO 201, PSY 200, SOC 200 and SPH 107.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

The following program is suggested for students who plan to transfer to the University of South Alabama. Please note that this is a Master’s level program only. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:
Core curriculum courses that must be taken (over other options) include BIO 103, BIO 104, PSY 200, PSY 210, SOC 200 and SPH 107.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

PRE-PHARMACY

This program is suggested for students who plan to transfer to a school of pharmacy to complete their requirements for a degree in pharmacy. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

<table>
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<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BIO 103.......................... 4</td>
<td>ECO 232.......................... 3</td>
</tr>
<tr>
<td>BIO 220.......................... 4</td>
<td>PHY 201.......................... 4</td>
</tr>
<tr>
<td>CHM 221.......................... 4</td>
<td>PHY 202.......................... 4</td>
</tr>
<tr>
<td>CHM 222.......................... 4</td>
<td></td>
</tr>
</tbody>
</table>

Note: BIO 201 and BIO 202 can also be taken for credit if the student does not exceed 64 semester hours.

Core curriculum courses that must be taken (over other options) include CHM 111, CHM 112, and MTH 125.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.
PRE-PHYSICAL THERAPY

This program is suggested for students who plan to transfer to a four-year institution and receive a graduate degree in physical therapy. (This is a Master’s level program only.) To earn the Associate in Science program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>CHM 111 ....................................4</td>
<td>MTH 265 .....................................3</td>
</tr>
<tr>
<td>CHM 112 ....................................4</td>
<td>PHS 111 .....................................4</td>
</tr>
<tr>
<td>MTH 125.....................................4</td>
<td>PHS 112.....................................4</td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken (over other options) include BIO 103, BIO 104, PSY 200, and PSY 210.

Note: BIO 201 and BIO 202 can also be taken for credit if the student does not exceed 64 semester hours.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

PRE-VETERINARY MEDICINE

This program is suggested for students who plan to transfer to a four-year institution to complete their requirements for consideration for admission to a school of veterinary medicine. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>CHM 111 ....................................4</td>
<td>CHM 222 .....................................4</td>
</tr>
<tr>
<td>CHM 112 ....................................4</td>
<td>PHL 206 .....................................3</td>
</tr>
<tr>
<td>CHM 221 ....................................4</td>
<td>PHY 201 .....................................4</td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken (over other options) include BIO 103, BIO 104, and MTH 115.
Note: A maximum of 64 semester hours will transfer to a four-year institution. The student must select from the core curriculum and Area V courses.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

RADIOLOGICAL SCIENCES

To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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</thead>
<tbody>
<tr>
<td>BIO 201 ..................................... 4</td>
<td>PHY 201 ..................................... 4</td>
</tr>
<tr>
<td>BIO 202 ..................................... 4</td>
<td>PHY 202 ..................................... 4</td>
</tr>
<tr>
<td>MTH 265 ..................................... 3</td>
<td></td>
</tr>
</tbody>
</table>

Core curriculum courses that may be taken (over other options) include BIO 103 and BIO 104, PSY 200 and PSY 210.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.
RESPIRATORY THERAPY

This program is suggested for students who plan to transfer to a four-year institution and major in respiratory therapy. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>BIO 202 ...4</td>
<td>CHM 112 or 105 ...4</td>
</tr>
<tr>
<td>BIO 220 ...4</td>
<td>MTH 112 ...3</td>
</tr>
<tr>
<td>CHM 111 or 104 ...4</td>
<td></td>
</tr>
</tbody>
</table>

Core curriculum courses that must be taken (over other options) include BIO 103 and BIO 201, PSY 200, and SOC 200.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.

SPEECH AND HEARING SCIENCE

This is a program suggested for students who plan to transfer to a four-year institution and major in speech and hearing science. To earn the Associate in Science Degree in this program of study, the general education curriculum in Areas I, II, III, and IV must be completed. Additionally, the following courses must be completed for Area V:

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<tbody>
<tr>
<td>BUS 271 ...3</td>
<td>SOC elective ...3</td>
</tr>
<tr>
<td>PHY 201 ...4</td>
<td></td>
</tr>
</tbody>
</table>

The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer.

Students pursuing this program must meet with their assigned advisor to develop a degree plan. To gain maximum benefit of this plan, the student should identify for the advisor the intended transfer institution. The degree plan will outline the recommended sequence of courses leading to timely completion of the degree.
THE ASSOCIATE IN APPLIED SCIENCE
DEGREE REQUIREMENTS

The General Education Core for The Associate in Applied Science Degree:

Area I: Written Composition I and II ............................................................3-6 Credit Hours
- Must complete ENG101
  Remaining semester hours may be selected from either ENG102 or Technical Writing.

Area II: Humanities, Fine Arts, and Speech ................................................3-6 Credit Hours
- Areas I and II must include a minimum of 9 hours.
- Must complete 3 semester hours in Speech.
- Must complete one course in humanities and fine arts.
- Must complete 3 semester hours in Speech. Remaining semester hours to be selected from Humanities and/or Fine Arts.
  In addition to Literature, disciplines include, but are not limited to: Art and Art History, Ethics, Humanities, Foreign Languages, Music and Music History, Philosophy, Religious Studies, Speech, and Theater.

Area III: Natural Science, Mathematics, and Computer Science ...........9-11 Credit Hours
- Must complete a minimum of 3 semester hours in mathematics.
- Must complete one course in Computer Science (2 preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).
  Appropriate 100 level (or higher) mathematics, natural science, and/or computer science courses as denoted in The Alabama College System Course Directory may be selected.
  In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Biological Sciences, Chemistry, Physics, and Physical Science.

Health-related Disciplines
- Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, and BIO 202, and BIO 220 or pass the validated system wide biology placement examination.
- For those students whose health-related program requires BIO 211 and BIO 212, BIO 212 would serve as the prerequisite for Bio 220.

Area IV: History, Social, and Behavioral Sciences .................................3-6 Credit Hours
  In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.
  Programs in which the AAS represents the Terminal Award are not required to complete the 6 semester hour sequence in Area IV.

Minimum General Education Requirements ...........................................18-29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives ............................................................47-58 Credit Hours
  Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.
  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.

General Studies Curricula ............................................................................. 76 Credit Hours

Maximum Program Semester Credit Hours ............................................. 76 Credit Hours

Semester Credit Hour Range by Award ..................................................60-76 Credit Hours
### Degree Plan

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**DRAFTING AND DESIGN TECHNOLOGY**

**Student/Advisee Name:**

**SS#:**

**Anticipated Semester of Graduation:**

**Advisor:**

### ACADEMIC REQUIREMENTS

*(May be taken fall, spring, or summer)*

<table>
<thead>
<tr>
<th>AREA I</th>
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<tr>
<td>WRITTEN COMPOSITION</td>
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</tr>
<tr>
<td>ENG 101</td>
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<tr>
<td>ENG 102</td>
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<td>AREA II</td>
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<tr>
<td>HUMANITIES, SPEECH, AND</td>
<td>(4-6 HRS)</td>
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<tr>
<td>FINE ARTS</td>
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<td>SPH 107</td>
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<td>HUM</td>
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**REQUIRED:**

Choose 13 courses

<table>
<thead>
<tr>
<th>AREA III</th>
<th>AREA IV</th>
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<tr>
<td>MATHEMATICS AND NATURAL SCIENCE</td>
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<tr>
<td>MTH 100*</td>
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<td>CIS 146*</td>
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<tr>
<td>Additional math, science, or computer course.</td>
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<tr>
<td>* A mathematics, computer, and science course can be substituted respectively with an equivalent and/or higher level course.</td>
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**SEMESTER HOURS REQUIRED**

**FOR DEGREE: 73-75 Hours Total**

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**Degree Plan**

ASSOCIATE IN APPLIED SCIENCE DEGREE  
NURSING: STANDARD TRACK

Student/Advisee Name:_______________ SS#:_____________

Anticipated Semester of Graduation: ________Advisor: __________

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<th>NURSING CORE (42 HRS)</th>
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<td>AND SPEECH</td>
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<td>BIO 220</td>
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<td>HISTORY, SOCIAL AND</td>
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<td>SEMESTER HOURS REQUIRED</td>
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<td>BEHAVIORAL SCIENCES</td>
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<td>PSY 200</td>
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<td>PSY 210</td>
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# Degree Plan

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### NURSING: LPN MOBILITY

**Student/Advisee Name:** ________________  **SS#:** ________________

**Anticipated Semester of Graduation:** ________  **Advisor:** ________________

## ACADEMIC CORE (30 HOURS):

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<td>HUMANITIES, FINE ARTS,</td>
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<tr>
<td>AND SPEECH (6 HRS)</td>
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<tr>
<td>SPH 107</td>
<td></td>
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<td><strong>AREA III</strong></td>
<td><strong>NUR 202</strong></td>
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<td>MATHEMATICS AND NATURAL</td>
<td><strong>NUR 203</strong></td>
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<td>MTH 116 or Higher Level</td>
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<td><strong>AREA IV</strong></td>
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<td>HISTORY, SOCIAL AND</td>
<td><strong>SEMESTER HOURS REQUIRED</strong></td>
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<tr>
<td>BEHAVIORAL SCIENCES (6 HRS)</td>
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<td><strong>PSY 200</strong></td>
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<tr>
<td><strong>PSY 210</strong></td>
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**Documentation of Computer Skills:**

**NON-TRADITIONAL CREDIT (15 HRS):**

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<tr>
<td><strong>BIO 201</strong></td>
<td><strong>BIO 202</strong></td>
<td><strong>BIO 220</strong></td>
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</table>

**FOR DEGREE: 72 Hours Total**
NURSING
ASSOCIATE IN APPLIED SCIENCE DEGREE

The purpose of the Associate Degree Nursing Program at Jefferson Davis Community College is to offer educational opportunities to qualified applicants in the community who desire to become registered nurses prepared to provide and coordinate client care in both acute and long-term care settings where policies and procedures are specified and guidance is available. The program prepares men and women to practice as registered nurses after successfully passing the NCLEX-RN (National Council Licensure Examination). Core competencies for graduates are adopted from the National League for Nursing (2000), Educational Competencies for Graduate of Associate Degree Nursing Programs and the Pew Health Commission Competencies for 2005, the 21 Competencies For the Twenty-First Century which are supported by the National League for Nursing Accrediting Commission (NLN-AC). ANA’s Nursing Scope and Standards of Practice (2004) has also been incorporated.

Clinical facilities associated with the nursing program include D. W. McMillan Hospital and Westgate Village in Brewton; Atmore Community Hospital and Atmore Nursing Home in Atmore; Baptist Hospital in Gulf Breeze, Baptist Hospital, Sacred Heart Hospital, and West Florida Hospital in Pensacola, Florida; West Florida Community Care in Milton, Florida; Jay Hospital, Jay, Florida, Andalusia Hospital in Andalusia; Thomas Hospital in Fairhope; North Baldwin Hospital in Bay Minette; and Evergreen Medical Center in Evergreen. Additional clinical facilities related to community health are utilized.

Accredited by the National League for Nursing Accrediting Commission and with full approval of the Alabama Board of Nursing, the Nursing Program is designed to offer educational opportunities to qualified applicants who desire to become registered nurses prepared to practice in both acute and long-term care settings where policies and procedures are specified. Upon satisfactory completion of the requirements of the nursing program, the graduate will be eligible to apply for the National Council Licensure Examination and apply to a State Board of Nursing for licensure as a registered nurse. Legal requirements for licensure in Alabama may be found in the Code of Alabama, 1975, as
amended, Sec. 34-21-20 through Sec. 34-21-26. It is important for nursing students to know about the Alabama Board of Nursing’s regulations on the review of candidates for eligibility for initial and continuing licensure. Application for the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing, State of Alabama, P. O. Box 303900, Montgomery, Alabama 36130-3900.

The nursing student shall comply with legal, moral, and legislative standards, in accordance with the Alabama Board of Nursing Nurse Practice Act, Section 34-21-25(b) as stated below:

“The Board may also deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.”**

**Alabama Board of Nursing Nurse Practice Act, www.abn.state.al.us.

The JDCC Nursing Program is accredited by the National League for Nursing Accrediting Commission. Information about this program may be obtained from: NLNAC, 61 Broadway, 33rd Floor, New York, New York 10006. The telephone number is 1-800-669-1656, ext. 153.

Students seeking admission to nursing must first apply to the College through the admissions office. Admission to the College does not necessarily guarantee admission to the nursing
program for both the Standard and LPN Mobility Tracks. Students may register for general education courses while awaiting admission to the nursing program. Students who wish to major in nursing should first complete the application and admission procedures required by the College. Secondly, the student should complete an application for the nursing program.

Students who do not have basic computer skills must correct this deficit. If a person has computer skills attained other than in a formal course of study, these skills must be documented for admission to the nursing program (submit "Evidence of Computer Skills" form).
## Standard Track

### Courses to Be Taken for the Associate in Applied Science Degree

#### First Year (Two Terms)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<tr>
<td>BIO 201*-202</td>
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<tr>
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<td>NUR 102</td>
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<td>NUR 105</td>
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#### Second Year (Three Terms)

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<td>PSY 210</td>
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Standard Track:

- 42 required nursing credits
- 30 required general education credits

*Prerequisite: BIO 103 or satisfactory performance on ACS approved placement exam or BIO 103 waiver.*
LPN MOBILITY TRACK

COURSES TO BE TAKEN FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR (TWO TERMS)

ENG 101 ................................................................................................. 3
BIO 201*-202..........................................................................................8
MTH 116 or higher level........................................................................ 3
NUR 200** ...............................................................................................6
Non-traditional credit: (if completing NUR 200)..................................15
  NUR 102
  NUR 103
  NUR 104
  NUR 105
  NUR 106

SECOND YEAR (THREE TERMS)

BIO 220 ....................................................................................................4
SPH 107 ....................................................................................................3
PSY 200 ....................................................................................................3
PSY 210 ....................................................................................................3
HUM Elective ...........................................................................................3
NUR 201 ....................................................................................................5
NUR 202 ....................................................................................................7
NUR 203 ....................................................................................................6
NUR 204 ....................................................................................................3

LPN Mobility Track: 27 required nursing credits
15 required non-traditional nursing credits
30 required general education credits

*Prerequisite: BIO 103 or satisfactory performance on ACS approved placement exam or BIO 103 waiver.

**Graduates of the ACS standardized LPN curriculum are eligible to enter the ADN program during the third semester (RN-3) without taking NUR 200 if graduation occurred with in the previous two years.
### Standard Associate Degree Nurse Curriculum

#### First Term (RN-1)

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<th>Lab</th>
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#### Third Term (RN-3)

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#### Fifth Term (RN-5)

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*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam or BIO103 Waiver

**Program Totals:**

- Total Credits: 72
- Total Contact Hours: 1710 (114 X 15)
- General Education Credits: 30
- Nursing Credits: 42
MOBILITY LPN TO ASSOCIATE DEGREE NURSE CURRICULUM

Prerequisite Courses:
- *BIO 201 Human Anatomy and Physiology I (4 credit hours)
- BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)
- MTH 116 or Higher Level Mathematical Applications (3 credit hours)
- **NUR 200 Nursing Career Mobility Assessment (6 credit hours)
  NUR 200 is offered once per year – during the spring term on the Brewton campus.
  NUR 200 must be completed during the spring whether applying for summer admission (Atmore) or fall admission (Brewton).

Total Prerequisites: 20 credit hours

Third Term (RN-3)

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Fourth Term (RN-4)

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Fifth Term (RN-5)

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</table>

*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam or BIO103 Waiver

**NUR 200 is required for those students who did not graduate from the Alabama College System (standardized curriculum) within the past two years. Students will be awarded 15 non-traditional credit hours (in lieu of NUR 102, 103, 104, 105, and 106) upon successful completion of NUR 200.

Program Totals:
- Total Credits: 57 Hours
- Total Contacts: 1320 (88x15)
- Non-traditional Credit: 15 Hours
- General Education: 30 Hours
- Nursing: 27 Hours
The Alabama College System
Nursing Education Program
NURSING POLICIES

As a nursing program in the Alabama College System, Jefferson Davis Community College follows system-wide policies for admission, progression, transfer, and grading scale. The policies are as follows:

**Nursing Program Admission Criteria**

Minimum admission requirements for the **Standard Associate Degree in Nursing** include:

1. Unconditional admission to JDCC

2. Receipt by JDCC Registrar of completed application for the Associate Degree Program by deadline dates as listed on nursing application.

3. All official transcripts must be submitted to the JDCC Registrar:
   - A minimum of 2.50 cumulative GPA for students with previous college course work or
   - A minimum of 2.50 high school GPA for students without prior college course work or
   - A minimum of PASS grade on GED total score in lieu of high school diploma.

4. Eligibility for:
   - English 101 and Math 116 as determined by JDCC policy, and
   - BIO 201 during the first term of nursing courses unless previously completed. (To qualify for admission to BIO 201, student may successfully complete BIO 103 or achieve satisfactory performance on the Alabama College System (ACS) BIO 103 Placement exam, or request a BIO 103...
waiver as prerequisite for BIO 201). (See JDCC Registrar for waiver form.)

5. Must remain in good standing with JDCC.

6. The Nursing Admissions Committee uses the same point system for admissions to both Standard and LPN Mobility programs. Points are accumulated through the COMPASS Reading score and from completed academic credits whether college, high school or GED. Higher grades receive higher points. For example, students with an “A” grade in Math receive more points than a student with a “C” grade. The maximum number of points that can be accumulated is 200.

7. A score of 76 or higher on the COMPASS Reading examination (or relative ACT Reading Score of 17 or higher).
   a. It is important that student achieve as high as possible Reading scores, since points toward admission are assigned for COMPASS scores. The maximum Reading score possible is 99 on the COMPASS and 33 on ACT Reading.
   b. For consideration, COMPASS and ACT scores must be within three years of nursing admission date. Students not meeting the 76 minimum score should seek advisement in the Student Affairs office in regards to retesting policies and/or remediation requirements. Students who score 76, but wish to retest to improve score, must seek advisement regarding testing policies and cost.
   c. COMPASS scores and any retest COMPASS scores must be submitted to the JDCC Registrar by the nursing application deadline. Any scores submitted after application deadline will not be considered.

8. Must meet the essential functions/technical standards required for nursing. These include physical and mental health requirements. Document is posted on JDCC Nursing Web page (www.jdcc.edu.)
9. Admission to the Associate Degree Nursing Program is competitive. The number of students admitted is limited by available faculty and clinical agencies. **Meeting minimal admission requirements does not guarantee admission.**

Minimum admission requirements for the **Mobility LPN to Associate Degree in Nursing** include:

1. Unconditional admission to JDCC

2. Receipt by JDCC Registrar of completed application for the Associate Degree Program by deadline dates as listed on nursing application.

3. All official transcripts must be submitted to the JDCC Registrar:
   a. A minimum of 2.50 cumulative GPA for students with previous college course work or
   b. A minimum of 2.50 high school GPA for students without prior college course work or
   c. A minimum of PASS grade on GED total score in lieu of high school diploma.

4. Completion of Prerequisite courses necessary to enter the third term (RN-3) of the Associate Degree Nursing Program:

   BIO 201* 4 credit hours
   BIO 202 4 credit hours
   ENG 101 3 credit hours
   MTH 116 or Higher level math 3 credit hours
   NUR 200** 6 credit hours

   *To qualify for admission to BIO 201, student may successfully complete BIO 103 or achieve satisfactory performance on the Alabama College System (ACS) BIO 103 Placement Exam, or request a BIO 103 waiver as prerequisite for BIO 201. (See JDCC Registrar for waiver form.)

   **Graduates of the ACS standardized curriculum are eligible to enter the ADN program during the third semester (RN-3) without
taking NUR 200 if graduation occurred within the previous two years.

5. Submit documentation of current unencumbered LPN licensure.

6. Submit “LPN Employment Verification.”

7. Must remain in good standing with JDCC.

8. The Nursing Admissions Committee uses the same point system for admissions to both Standard and LPN Mobility programs. Points are accumulated through the COMPASS Reading score and from completed academic credits whether college, high school or GED. Higher grades receive higher points. For example, students with an “A” grade in Math receive more points than a student with a “C” grade. The maximum number of points that can be accumulated is 200.

9. Must meet the essential functions/technical standards required for nursing. These include physical and mental health requirements. Document is posted on JDCC Nursing Web page (www.jdcc.edu.)

10. A score of 76 or higher on the COMPASS Reading examination (or relative ACT Reading Score of 17 or higher).

   a. It is important that student achieve as high as possible Reading scores, since points toward admission are assigned for COMPASS scores. The maximum score possible is 99 on the COMPASS and 33 on ACT Reading.

   b. For consideration, COMPASS and ACT scores must be within three years of nursing admission date. Students not meeting the 76 minimum score should seek advisement in the Student Affairs office in regards to retesting policies and/or remediation requirements. Students who score 76, but wish to retest to improve score, must seek advisement regarding testing policies and cost.

   c. COMPASS scores and any retest COMPASS scores must be submitted to the JDCC Registrar by the nursing
application deadline. Any scores submitted after application deadline will not be considered.

11. Admission to the Associate Degree Nursing Program is competitive. The number of students admitted is limited by available faculty and clinical agencies. **Meeting minimal admission requirements does not guarantee admission.**

Nursing applications are valid for one year only. Application deadlines for admission are: June 15 - Fall Admission, October 15 - Spring Admission, and March 15 – Summer Admission. If applicant is not accepted on preferred admission date, application will automatically moved to the next admission consideration. The one year time period is based on initial deadline date of application. A new application must be completed for consideration after the one year period has expired. An applicant is responsible for providing current transcripts to the JDCC Registrar.

The Nursing Admission Committee will notify students of acceptance into the nursing program. Along with the notification of acceptance, students will receive information in reference to registration, CPR certification (BCLS, Adult and Child), physical examination, mandatory liability insurance, mandatory pre-clinical drug and alcohol screening, and background screening. The following requirements must be met prior to the first clinical nursing course:

a. Specific, current, satisfactory, physical examination form completed by a licensed physician or certified nurse practitioner that indicates that the student has satisfactory physical and mental health and is free of any infectious diseases. (This form is furnished by the Nursing Department.) The two-step TB skin test or a chest x-ray is required. The two-step TB skin test must be updated annually. Evidence of having Rubella (German measles) vaccination or an immune titer is an absolute requirement for the clinical agencies. OSHA requires that a student have the Hepatitis B Series prior to entry into clinical nursing or sign an OSHA approved refusal form. There must be documented immunity by titre or immunization to varicella (chicken pox) and Tetanus immunization within last 10 years. Some clinical agencies will not permit nursing students after the first
trimester of pregnancy to be present on mental health or psychiatric units. Neither the College nor any member of the Nursing Department is responsible for any infectious disease including AIDS or teratogenic effects from any virus, medication, procedure, or injury that a student may contract while in the campus lab or clinical setting.

The Alabama College System Nursing Education Program
PROGRESSION POLICY

Progression: In order to continue in the nursing program, the student must:

1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA;

2. Complete all required general education courses according to The Alabama College System Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the nursing program director;

3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations;

4. Successfully complete the program:
   a. Within 48 months from initial semester for ADN students; or
   b. Within 24 months from initial semester for PN and Mobility students;

5. Maintain current CPR at the health care provider level; and

6. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing program sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.
Reinstatement: Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be reinstated, a student must:

1. Apply for readmission to the college if not currently enrolled;

2. Submit a letter requesting reinstatement to the appropriate nursing program personnel;

   a. Submit letter of request in a timely manner so that reinstatement would occur within one year from the term of withdrawal or failure;

   b. Demonstrate competency in all previous nursing courses successfully completed; and

   c. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability of a course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)

2. Grade point average is less than 2.0 from courses completed at current institution.

3. Refusal by clinical agencies to accept the student for clinical experiences.

4. Failure to demonstrate competency in all previous nursing courses successfully completed.

5. Over twelve months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program.

**Dismissal:** A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.

1. If a student has been dismissed from the associate degree nursing program, the student may apply for admission to the practical nursing program without a waiting period. If a student has been dismissed from the mobility program, the student may apply for admission to the generic program without a waiting period.

2. A student who has been dismissed from a specific program (ADN/PN/Mobility) may apply for admission as a new student to any nursing program within the Alabama College System, provided:
   a. The student meets current entry requirements;
   b. At least two years have elapsed since the student’s dismissal from a specific program; and
   c. The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement or readmission to the nursing program.

Reasons for termination include, but are not limited to:

1. excessive absences;

2. unsatisfactory scholastic achievement, which includes theory and campus/clinical laboratory;
3. unsafe nursing practice including those related to being under the influence of alcohol/drugs;

4. unsatisfactory mental and/or physical health;

5. positive test results from mandatory drug and alcohol screening and/or background screenings;

6. obstruction or disruption of the Nursing Program or operations;

7. any breach of confidentiality.

TRANSFER POLICY

Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the nursing program;

2. Provide evidence that all required general education and nursing courses taken at another institution were completed with a grade of C or better and the cumulative GPA is 2.00 or better;
   a. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of course syllabi.
   b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.

3. Be a student in good standing and eligible to return to the previous nursing program.

4. Provide a letter of recommendation from the Dean/Director of the previous program.

5. Complete at least 25% of the total program at the accepting institution.
6. Validate skills and knowledge as necessary to determine program placement.

   Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

**GRADING SCALE FOR NURSING COURSES**

   Special grading criteria are in effect for all required nursing courses. The grading scale for all courses with NUR prefix is as follows:

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

   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.

   **Statements in this catalog are for informational purposes only. This catalog does not constitute an agreement between Jefferson Davis Community College Nursing Program and the student. The Nursing Program reserves the right to change the cost, curriculum, or any other items contained herein as changing circumstances may dictate.**
Degree Plan  
ASSOCIATE IN APPLIED SCIENCE DEGREE  
OFFICE ADMINISTRATION

Student/Advisee Name: __________________________ SS#: ________________________
Anticipated Semester of Graduation: ___________  Advisor: _______________________

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<td>WRITTEN COMPOSITION (6 HRS)</td>
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<td>OPTION B: LEGAL SECRETARY 12 HRS.</td>
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<td>OPTION C: MEDICAL SECRETARY 12 HRS.</td>
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<td>OPTION D: WORD PROCESSING 12 HRS.</td>
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SEMESTER HOURS REQUIRED FOR DEGREE: 70 Total
Executive Secretary Option
Program of Study for the Associate in Applied Science Degree in Office Administration

This option is designed to prepare students for employment in an executive administrative assistant position. To earn the Associate in Applied Science Degree in Office Administration with the Executive Secretary Option, the general education curriculum in Areas I, II, III, and Area V Office Administration Major/Specialty Courses must be completed in addition to the following courses:

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<td>OAD 218................................3</td>
<td>Business Elective .............3</td>
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<td>OAD 247................................3</td>
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Legal Secretary Option
Program of Study for the Associate in Applied Science Degree in Office Administration

This option is designed to prepare students for employment in a legal administrative assistant position. To earn the Associate in Applied Science Degree in Office Administration with the Legal Secretary Option, the general education curriculum in Areas I, II, III, and Area V Office Administration Major/Specialty Courses must be completed in addition to the following courses:

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</table>
Medical Secretary Option  
Program of Study for the Associate in Applied Science Degree in Office Administration

This option is designed to prepare students for employment in a medical administrative assistant position. To earn the Associate in Applied Science Degree in Office Administration with the Medical Secretary Option, the general education curriculum in Areas I, II, III, and Area V Office Administration Major/Specialty Courses must be completed in addition to the following courses:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120.............. 3</td>
<td>OAD 213 ....................3</td>
</tr>
<tr>
<td>OAD 212.............. 3</td>
<td>OAD 214 ....................3</td>
</tr>
</tbody>
</table>

Word Processing Option  
Program of Study for the Associate in Applied Science Degree in Office Administration

This option is designed to prepare students for employment in a general administrative assistant position. To earn the Associate in Applied Science Degree in Office Administration with the Word Processing Option, the general education curriculum in Areas I, II, III, and Area V Office Administration Major/Specialty Courses must be completed in addition to the following courses:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OAD 110.............. 3</td>
<td>OAD 218 ....................3</td>
</tr>
<tr>
<td>OAD 126.............. 3</td>
<td>OAD 232 OR CIS 146...........3</td>
</tr>
</tbody>
</table>
LONG CERTIFICATE PROGRAM
AWARD REQUIREMENTS

The General Education Core for the Certificate:

Area I: Written Composition I and II ........................................... 2-6 Credit Hours
- COM 100 may be substituted only in non-degree eligible programs.

Area II: Humanities, Fine Arts, and Speech ............................... 2-6 Credit Hours
- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- SPH 103 may be substituted only in non-degree eligible programs.

Area III: Natural Science, Mathematics, and Computer Science. 6 Credit Hours
- Must complete one Computer Science course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).
- MAH 101 and CIS 100 may be substituted only in non-degree eligible programs.
- Remaining semester hours to be selected from Natural Sciences, Mathematics, or Computer Science.

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

Area I-IV: Minimum General Education Requirements ............ 10-18 Credit Hours

Area I-V: General Studies Curricula ........................................... 60 Credit Hours

Area V: Maximum General Education Core,
Technical Concentration, and Electives ................................. 42-50 Credit Hours
- Courses appropriate to the certificate requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours ............................... 60 Credit Hours
Semester Credit Hour Range by Award ................................. 30-60 Credit Hours
SHORT CERTIFICATE PROGRAM
AWARD REQUIREMENTS

The General Education Core for the 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, Fine Arts, and Speech ..................................0 Credit Hours

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

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

Minimum General Education Requirements ................................0-6 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives ..................23-29 Credit Hours
  - Courses appropriate to the certificate requirements, occupational or technical specialty requirements, core courses, and electives

Maximum Program Semester Credit Hours .............................. 29 Credit Hours
Semester Credit Hours Range by Award ................................. 9-29 Credit Hours
CERTIFICATE PROGRAMS

Certificate programs are offered to students who want to prepare for specific occupational employment. These programs are designed to give students specific skills in a technology. A certificate is awarded to a student who completes the requirements of a specific technical or occupational program.

ACCOUNTING TECHNOLOGY
(CORRECTIONAL SITE ONLY)

SHORT CERTIFICATE PROGRAM
26 CREDIT HOURS

The Accounting Technology program of study utilizes bookkeeping, computer applications, math, and real world scenarios in the preparation of the student as an Accounting Technician. The completers of this program will be able to write accounting systems or use existing computer systems that keep track of the transactions that are necessary in business operations.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COURSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 104 Introduction to Business</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 114 Introduction to Accounting Database Resources</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 115 Introduction to Accounting Computer Resources</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 141 Basic Accounting Principles</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 142 Advanced Accounting Principles</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 145 Basic Accounting Procedures</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 246 Microcomputer Accounting</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 249 Payroll Accounting</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 261 Directed Studies</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL REQUIRED HOURS</td>
<td>26</td>
<td>0</td>
<td>26</td>
</tr>
<tr>
<td>ELECTIVES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 148 Managerial Accounting</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACT 251 Intermediate Accounting</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
ADULT LITERACY (ADL) (CORRECTIONAL SITE ONLY)

The Adult Education and Family Literacy program is designed to meet the needs of students who are interested in preparing for the GED Test. Emphasis is placed upon the five specific areas of the GED test: English, Mathematics, Science, Literature, and Social Studies.

Each student individually works and completes the program at his own pace.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>INSTITUTIONAL CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL 020-027 Math I - Math VIII</td>
<td>3</td>
</tr>
<tr>
<td>ADL 030-037 Reading I - Reading VIII</td>
<td>3</td>
</tr>
<tr>
<td>ADL 040 Learning About Careers</td>
<td>3</td>
</tr>
<tr>
<td>ADL 041 Pre-employment Testing</td>
<td>3</td>
</tr>
<tr>
<td>ADL 042 Job Search</td>
<td>3</td>
</tr>
<tr>
<td>ADL 044 Employer/Employee Expectations</td>
<td>3</td>
</tr>
<tr>
<td>ADL 045 Safety on the Job</td>
<td>3</td>
</tr>
<tr>
<td>ADL 046 Money Management</td>
<td>3</td>
</tr>
<tr>
<td>ADL 047 Job-Related Vocabulary</td>
<td>3</td>
</tr>
<tr>
<td>ADL 048 Speaking and Listening Skills</td>
<td>3</td>
</tr>
<tr>
<td>ADL 049 Introduction to Reference Resources</td>
<td>3</td>
</tr>
<tr>
<td>ADL 050 News Media in Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>ADL 051 An Overview of Geography</td>
<td>3</td>
</tr>
<tr>
<td>ADL 052 Understanding Signs and Directions</td>
<td>3</td>
</tr>
<tr>
<td>ADL 053 Understanding Condensed Data</td>
<td>3</td>
</tr>
<tr>
<td>ADL 054 Essentials of the Good Customer</td>
<td>3</td>
</tr>
<tr>
<td>ADL 055 Essentials of the Good Citizen</td>
<td>3</td>
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<tr>
<td>ADL 056 Basic Writing</td>
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</tr>
<tr>
<td>ADL 057 Intermediate Writing</td>
<td>3</td>
</tr>
<tr>
<td>ADL 058 Basic Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ADL 059 Developmental Algebra</td>
<td>3</td>
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<tr>
<td>ADL 060 Basic Geometry</td>
<td>3</td>
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<tr>
<td>ADL 061-063 Developmental Reading I - III</td>
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<tr>
<td>ADL 064 Career Exploration</td>
<td>3</td>
</tr>
<tr>
<td>ADL 065 Orientation to College</td>
<td>3</td>
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<tr>
<td>ADL 080-085 Language Usage I - VI</td>
<td>3</td>
</tr>
<tr>
<td>ADL 086-087 Test Taking Skills I - II</td>
<td>3</td>
</tr>
</tbody>
</table>
Air Conditioning and Refrigeration is a program that trains the student to service, repair, and install air conditioning, refrigeration, and heating equipment for residential and commercial users.

A study of basic electricity is included in the program to enable the student to develop a basic knowledge of electrical components used in air conditioning and refrigeration processes. The student learns the basic theory necessary to repair or replace parts, such as switches, relays, fan motors, compressors, and thermostats.

In addition to repairing and servicing equipment, the student learns how to design, select, and install duct systems and air conditioning equipment correctly. The student learns how to use delicate instruments to measure airflow, temperature, pressure, and humidity.

Employability skills, such as work habits, attitudes, and job orientation, are integrated into the instructional program. Due to the increased emphasis on energy conservation and the advances of high technology, numerous employment opportunities exist for skilled technicians.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COURSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACR 111 Principles of Refrigeration</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>ACR 113 Refrigeration Piping Practices</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>ACR 119 Fundamentals of Gas Heating Systems</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ACR 121 Principles of Electricity for HVACR</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>ACR 122 HVACR Electrical Circuits</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>ACR 123 HVACR Electrical Components</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ACR 147 Refrigerant Transition and Recovery</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACR 148 Heat Pump Systems I</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>ACR 149 Heat Pump Systems II</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED HOURS</td>
<td>11</td>
<td>37</td>
<td>27</td>
</tr>
</tbody>
</table>
AUTOMOTIVE BODY REPAIR

LONG CERTIFICATE PROGRAM
48 CREDIT HOURS

The Auto Body Repair program offers extensive training in almost all facets of Auto Body Repair and Refinishing. Training is accomplished utilizing classroom theory and hands-on work experience with the latest equipment, techniques, and materials.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COURSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABR 111 Non-Structural Repair</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 114 Non-Structural Panel Replacement</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 122 Surface Preparation</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 123 Paint Application and Equipment</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 151 Safety and Environmental Practices</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 154 Automotive Glass and Trim</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 156 Automotive Cutting and Welding</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 213 Automotive Structural Analysis</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 214 Automotive Structural Repair</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 223 Automotive Mechanical Components</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 224 Automotive Electrical Components</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 255 Steering and Suspension</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 258 Heating and A/C in Collision Repair</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ABR 265 Paint Defects and Final Repairs</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:

| COM 100 Introductory Technical English I       | 3      | 0   | 3        |
| MAH 101 Introductory Mathematics I             | 2      | 2   | 3        |

TOTAL REQUIRED HOURS 19 58 48
AUTOMOTIVE MECHANICS  
(CORRECTIONAL SITE)  

LONG CERTIFICATE PROGRAM  
48 CREDIT HOURS  

The Automotive Mechanics curriculum is designed to develop technicians capable of doing high quality maintenance work and diagnosing technical difficulties. Basic scientific principles and technical information are emphasized to give the student an understanding of the reasons for mechanical failures. The graduate of the Automotive Mechanics curriculum will be ready to enter industry in jobs leading to any entry level automotive related position.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COURSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUM 101 Fundamentals of Automotive Technology</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 110 Electrical and Electronic Systems I</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 121 Braking Systems</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 122 Steering, Suspension and Alignment</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 124 Engine Repair I</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 130 Drive Train and Axle</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 133 Motor Vehicle Air Conditioning</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 210 Electrical and Electronic Systems II</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 220 Engine Repair II</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 224 Manual Transmission and Transaxle</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 230 Auto Transmission and Transaxle</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 239 Engine Performance I</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 244 Engine Performance II</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUM 246 Automotive Emissions</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL EDUCATION REQUIREMENTS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101 Introductory Mathematics I</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED HOURS</strong></td>
<td>19</td>
<td>58</td>
<td>48</td>
</tr>
</tbody>
</table>
The Barbering Program offers the student both theory and practical experience in all phases of hair cutting and styling, shampooing, massaging, facials, and scalp treatment. In addition to this background of knowledge and practical application, the student will be instructed in the ethics of barbering and the basic principles of barbershop management. In the Barbering Program, students learn the manipulative skills and scientific theory essentials to getting and holding a job and meeting the requirements of today's standards for barbers.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR 110 Orientation to Barbering</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BAR 111 Science of Barbering</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>BAR 112 Bacteriology and Sanitation</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BAR 113 Barber/Styling Lab</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>BAR 114 Advanced Barbering Lab</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>BAR 132 Hair Styling and Design</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BAR 140 Practicum</td>
<td>0</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>BAR 181 Special Topics in Barbering</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>BAR 281 Special Topics in Barbering</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED HOURS**  
10  51  26
CABINETMAKING  
(CORRECTIONAL SITE ONLY)  

LONG CERTIFICATE PROGRAM  
52 CREDIT HOURS

The Cabinetmaking curriculum covers classroom and shop experiences involving layout, fabrication, assembly, installation, and also repair of kitchen cabinets, furniture, store fixtures and office equipment. Emphasized in instruction are the care and use of handtools, power tools, equipment, and materials; common systems of frame construction and the principles involved in: drafting, blueprint reading, applied mathematics, and materials estimation. Instruction not only includes training in cutting, shaping, and assembling parts by means of hand tools and wood working machines, but also in refinishing furniture, installing hardware and finishing counter tops. Specialized classes and practical work experiences concerned with the mass production of products such as moldings, trim and panels are included in this course.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED COURSES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAB 101 Introduction to Cabinetmaking</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>CAB 102 Introduction to Lumber</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>CAB 103 Sizes, Dimension and Joints</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>CAB 104 Cabinet Shop Operations</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CAB 110 Equipment Maintenance Fundamentals</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>CAB 140 Woodfinishing Fundamentals</td>
<td>0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>CAB 141 Woodfinishing</td>
<td>0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>CAB 145 Refinishing Furniture and Antiques</td>
<td>0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>CAB 204 Cabinetmaking and Millwork</td>
<td>1</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>CAB 205 Furniture Construction</td>
<td>1</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>CAB 210 Equipment Maintenance</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CAB 220 Basic Carpentry</td>
<td>1</td>
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<td>3</td>
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<tr>
<td>CAB 230 Estimating Costs in Cabinetmaking</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CAB 242 Special Finishes</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>CAB 260 Woodturning</td>
<td>1</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td>3</td>
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</tr>
<tr>
<td>MAH 101 Introductory Mathematics I</td>
<td>2</td>
<td>2</td>
<td>3</td>
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</tbody>
</table>

TOTAL REQUIRED HOURS 19 76 52
CHEMICAL TECHNICIAN

SHORT CERTIFICATE PROGRAM
26 CREDIT HOURS

The Chemical Technician Program is a short certificate program designed for students with an interest in chemistry and mathematics. Chemical technicians may work independently or provide technical support and services to other professionals working in chemical engineering, chemical and biochemical research and analysis, chemical quality control, and environmental monitoring. This program will provide hands-on learning of chemistry techniques necessary to prepare students to conduct sampling and analysis and interpret chemical data. Students will also have the opportunity to go to local business and industry to acquire a working knowledge about the chemical industry.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 215 Business Communication</td>
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<tr>
<td>CHM 104 Introduction to Inorganic Chemistry</td>
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<td>CHM 105 Introduction to Organic Chemistry</td>
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<tr>
<td>CHM 250 Directed Studies in Chemistry</td>
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<td>CHM 260 Sampling and Analysis</td>
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<td>CIS 146 Microcomputer Applications</td>
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<tr>
<td>MTH 100 Intermediate College Algebra</td>
<td>3</td>
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TOTAL REQUIRED HOURS 23 9 26
COMMERCIAL FOOD SERVICES
(CORRECTIONAL SITE ONLY)

LONG CERTIFICATE PROGRAM
48 CREDIT HOURS

The Commercial Food Service Program offers extensive training in almost all facets of food preparation and serving. Training is accomplished utilizing classroom theory and hands-on work experience with the latest equipment, techniques, and materials. The course is designed to prepare students to take advantage of the expanding number of opportunities in the food service industry. Students will learn about nutrition; menu planning; short order cooking; restaurant operation; quantity foods, and how to plan for and prepare every sort of menu item from seafood and dairy products to exotic desserts.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
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<tbody>
<tr>
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<td>CFS 110 Basic Food Preparation</td>
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<tr>
<td>CFS 111 Foundations in Nutrition</td>
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<td>CFS 112 Sanitation, Safety, and Food Service</td>
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<td>CFS 115 Advanced Food Preparation</td>
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<td>CFS 132 Food Preparation and the Health Care Industry</td>
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<td>CFS 204 Foundations of Baking</td>
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<td>CFS 213 Food Purchasing and Cost Control</td>
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<td>CFS 299 Special Topics in Commercial Food Preparation</td>
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<tr>
<td>MAH 101 Introductory Mathematics I</td>
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TOTAL REQUIRED HOURS | 38 | 29 | 48 |
DRAFTING AND DESIGN TECHNOLOGY

CERTIFICATE PROGRAM

LONG CERTIFICATE - 60 CREDIT HOURS
SHORT CERTIFICATE - 27 CREDIT HOURS

The Drafting and Design Technology program is designed to provide the technical training necessary for students considering a career in the fields of construction, fabrication, manufacturing, design, and architecture where engineering documentation is required. State of the art computer-aided drafting and design (CADD) is incorporated throughout the curriculum. The program provides a strong academic and technical base to give the graduate the necessary skills and knowledge for immediate employment and the foundation for professional growth. A high school diploma or GED diploma is required for enrollment in this program.

LONG CERTIFICATE PROGRAM
60 CREDIT HOURS

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<td>DDT 127 Intermediate CAD</td>
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REQUIRED: Choose 11 courses (33 Semester hours)

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<td>DDT 126 Sections and Conventional Practice</td>
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<td>DDT 232 CAD Customization</td>
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CERTIFICATE PROGRAMS

DDT 233 Solids Modeling 3 0 3
DDT 236 Design Project 1 4 3
DDT 237 Current Topics in CAD 1 4 3
DDT 238 Special Topics in CAD 1 4 3
DDT 249 Advanced CAD Applications 0 6 3
DDT 284 Computer Aided Modeling I 1 4 3
DDT 285 Computer Aided Modeling II 1 4 3

GENERAL EDUCATION REQUIREMENTS:
ENG 101 English Composition I 3 0 3
SPH 107 Fundamentals of Public Speaking 3 0 3
CIS 146 Microcomputer Applications 3 0 3
MTH100 Intermediate College Algebra 3 0 3

TOTAL REQUIRED HOURS 60

SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS

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<tr>
<td>DDT 134 Descriptive Geometry</td>
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<td>DDT 212 Intermediate Architectural Drafting</td>
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<tr>
<td>DDT 221 Advanced Machine Drafting</td>
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<td>DDT 226 Technical Illustration</td>
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<td>DDT 233 Solids Modeling</td>
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<tr>
<td>DDT 236 Design Project</td>
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<tr>
<td>DDT 237 Current Topics in CAD</td>
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<tr>
<td>DDT 238 Special Topics in CAD</td>
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<tr>
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**TOTAL REQUIRED HOURS**  
27
EMERGENCY MEDICAL SERVICES

SHORT CERTIFICATE PROGRAM
13 CREDIT HOURS

Jefferson Davis Community College offers a wide variety of courses related to the Emergency Medical Services. These courses include the Basic Curriculum as required by the National Standard Training Curriculum, the Department of Transportation, and the State of Alabama Department of Emergency Medical Services. Subsequent to the start of clinicals the student must submit a specific JDCC physical form that documents the satisfactory mental and physical health of the student. It should also include that in the opinion of the physician the student is physically capable of performing all the essential functions as defined by the Alabama State EMS Division. Admission requirements include:

1. Unconditional admission to the College and clear academic standing.
   a. includes submitting an official transcript that documents high school graduation or GED equivalency.

2. Minimum cumulative grade point average of 2.0.

3. Application for Emergency Medical Services Program.

4. Age of 18 years of age prior to the end of the semester in which the student will test for the National Registry.

5. Return of the physical form which includes:
   a. completing the Hepatavax Series or signing a specific Refusal Form;
   b. submitting a current negative PPD skin test or negative chest x-ray;
   c. submitting proof of being current with all immunizations.

6. Must be currently certified in Cardiopulmonary Resuscitation or be enrolled in EMS 100.
7. Must be able to verify Infection Control Certification or be enrolled in EMS 113.

8. Purchasing of liability insurance (approximately $55.00).

9. Signing a waiver that releases the College, hospital, ambulance service, or instructors from liability for any disease or injuries that the student may incur while participating in clinical experiences.

10. COMPASS scores indicating eligibility for English 101 and Math 116 and proof of satisfaction of the academic reading requirement.

**BASIC EMT**

There are seven required courses for the successful completion of Basic EMT in Alabama. The program includes the following:

<table>
<thead>
<tr>
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<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
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<tr>
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<tr>
<td>EMS 100 CPR I</td>
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<tr>
<td>EMS 107 Emergency Vehicle Operator Ambulance</td>
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<td>EMS 113 Infection Control</td>
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<td>EMS 140 EMT Preparatory and Prehospital EMS</td>
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<td>Operations</td>
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<td>EMS 141 EMT Assessment and Trauma Related Injuries</td>
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<td>EMS 142 EMT Medical Emergencies and Pediatric Care</td>
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<td>EMS 143 EMT Basic Clinical Competencies</td>
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<td>EMS 144 Basic Specialized Experiences</td>
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<td><strong>12</strong></td>
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MASONRY

LONG CERTIFICATE PROGRAM
51 CREDIT HOURS

Masonry is a challenging profession, as well as a good means of earning a living. It is a highly skilled building trade.

The outlook for qualified bricklayers is extremely favorable. The volume of both residential and commercial opportunities for thousands of additional bricklayers is over and above those needed for replacement. The demand for these craftsmen will be favorably affected by such factors as the increasing use of structural clay tile for fire-resistant partition, glass blocks for exterior walls, and ornamental foyers. The masonry program at Jefferson Davis Community College will prepare a student for a place in the building industry.

DAY PROGRAM
CORRECTIONAL SITE ONLY

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<td>MAS 121 Brick/Block Masonry</td>
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### MASONRY

#### EVENING PROGRAM

**ATMORE CAMPUS**

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<td>MAS 171 Residential/Commercial</td>
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<td>6</td>
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<tr>
<td>MAS 181 Special Topics in Masonry</td>
<td>0</td>
<td>6</td>
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</tr>
<tr>
<td>MAS 211 Stone Masonry</td>
<td>3</td>
<td>0</td>
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<tr>
<td>MAS 221 Specialized Masonry</td>
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<td>0</td>
<td>3</td>
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<td>MAS 251 Stone Masonry Lab</td>
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<tr>
<td>MAS 252 Fireplace Construction</td>
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<tr>
<td>MAS 261 Specialized Masonry</td>
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<td>3</td>
</tr>
<tr>
<td>MAS 281 Special Topics in Masonry</td>
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<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>MAH 101 Introductory Mathematics I</td>
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<td><strong>TOTAL REQUIRED HOURS</strong></td>
<td>19</td>
<td>65</td>
<td>51</td>
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<tr>
<td><strong>ELECTIVES:</strong></td>
<td></td>
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<tr>
<td>MAS 231 Basic Cement Masonry</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAS 253 Brick Arches Lab</td>
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<td>6</td>
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<td>MAS 271 Basic Cement Masonry Lab</td>
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<tr>
<td>MAS 272 Advanced Cement Masonry</td>
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</tbody>
</table>
OFFICE ADMINISTRATION

LONG CERTIFICATE PROGRAM
60 CREDIT HOURS

Today, more than ever, success in an office career demands a broad range of skills. This 60-hour certificate provides students with the education and training needed to adapt and grow in an ever-changing technological workforce.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COURSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPH 107 Fundamentals of Public Speaking</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics, Natural Science and Computer Science</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>OAD 103 Intermediate Keyboarding</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>OAD 104 Advanced Keyboarding</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>OAD 125 Word Processing</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>OAD 126 Advanced Word Processing</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>OAD 128 Applied Business Math or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 150 Business Math</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>OAD 130 Electronic Calculations</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>OAD 133 Business Communication or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 215 Business Communication</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>OAD 135 Financial Record Keeping or</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BUS 210 Introduction to Accounting</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>OAD 136 Advanced Financial Record Keeping or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 241 Principles of Accounting I</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>OAD 137 Electronic Financial Record Keeping</td>
<td>3</td>
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<tr>
<td>OAD 138 Records/Information Management</td>
<td>3</td>
<td>0</td>
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<tr>
<td>OAD 200 Machine Transcription</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>OAD 218 Office Procedures</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>OAD 243 Spreadsheet Applications</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>OAD 244 Database Concepts</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Must complete one course in Computer Science (2 preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

TOTAL REQUIRED HOURS 60 0 60
SMALL ENGINE REPAIR
(CORRECTIONAL SITE ONLY)

SHORT CERTIFICATE PROGRAM
26 CREDIT HOURS

The Small Engine Repair program covers the repair of small gasoline engines. This program provides the individual student with the technical knowledge and skills which will enable him to compete in the small engine field.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COURSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SER 111 Fundamentals of Small Engine Repair</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>SER 112 Four-Stroke Cycle Engine</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SER 113 Four-Stroke Cycle Engine Lab</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>SER 114 Special Projects in Small Engine Repair</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>SER 121 Two-Stroke Cycle Engine</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>SER 122 Engine Reconditioning</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>SER 123 Engine Reconditioning Lab</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>SER 124 Special Projects in Lawns, Garden &amp; Industrial Engines</td>
<td>0</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>SER 132 Lawn and Garden Equipment</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED HOURS  8  52  26
The Upholstery program equips the student with the necessary skills and knowledge so that the individual may be gainfully employed in the upholstery industry. Students will learn about the history and styles of furniture; installing, repairing, arranging and securing springs; filler, padding, and covering materials; pattern-making, cutting, sewing and trimming; outside coverings; cushion filing; styling and designing; and tufting and buttoning; and wood refinishing.

### COURSE TITLE

<table>
<thead>
<tr>
<th>REQUIRED COURSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSE TITLE</strong></td>
</tr>
<tr>
<td>UPH 111 Upholstery Fundamentals and Design</td>
</tr>
<tr>
<td>UPH 112 Upholstery Design Furniture Lab</td>
</tr>
<tr>
<td>UPH 113 Upholstery Design Auto Lab</td>
</tr>
<tr>
<td>UPH 114 Upholstery Design Experimental Lab</td>
</tr>
<tr>
<td>UPH 121 Correlating Decorative Elements</td>
</tr>
<tr>
<td>UPH 122 Decorative Elements Furniture Lab</td>
</tr>
<tr>
<td>UPH 123 Decorative Elements Auto Lab</td>
</tr>
<tr>
<td>UPH 124 Decorative Elements Experimental Lab</td>
</tr>
<tr>
<td>UPH 132 History of Furniture Styles</td>
</tr>
<tr>
<td>UPH 211 Design Interiors Furniture and Auto</td>
</tr>
<tr>
<td>UPH 212 Design Interiors Furniture Lab</td>
</tr>
<tr>
<td>UPH 213 Design Interiors Auto Lab</td>
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<tr>
<td>UPH 215 Shop Management and Layout</td>
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<tr>
<td>UPH 221 Automotive Upholstery and Design</td>
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<td>UPH 224 Auto Upholstery Design Exper. Lab</td>
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### GENERAL EDUCATION REQUIREMENTS:

<table>
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<tr>
<th><strong>COURSE TITLE</strong></th>
<th><strong>THEORY</strong></th>
<th><strong>LAB</strong></th>
<th><strong>CR. HRS.</strong></th>
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<tbody>
<tr>
<td>COM 100 Introductory Technical English I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAH 101 Introductory Mathematics I</td>
<td>2</td>
<td>2</td>
<td>3</td>
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</table>

### TOTAL REQUIRED HOURS

<table>
<thead>
<tr>
<th><strong>THEORY</strong></th>
<th><strong>LAB</strong></th>
<th><strong>CR. HRS.</strong></th>
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<tr>
<td>23</td>
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### ELECTIVIES:

<table>
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<th><strong>THEORY</strong></th>
<th><strong>LAB</strong></th>
<th><strong>CR. HRS.</strong></th>
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<tbody>
<tr>
<td>UPH 183 Special Topics</td>
<td>0/3</td>
<td>0/6</td>
<td>1/3</td>
</tr>
<tr>
<td>UPH 214 Design Interiors Experimental Lab</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>
WELDING TECHNOLOGY

LONG CERTIFICATE PROGRAM
48 CREDIT HOURS

The welding industry today presents a continually growing and changing series of opportunities for skilled welders. Whether in small metal shops or in large industries and plants, despite economic fluctuations, there is a positive job outlook in this field due to a steady growth in demand for fabricated parts by welding. The student who has prepared for the opportunities available will understand the welder's role in today's world and will enjoy the benefits that go along with this highly skilled trade.

This program was designed to lead the student from an introduction to welding, to critical safety information, to details of specific welding processes, and finally to the related areas of welding metallurgy, weldability of metals, testing and inspection of welds, and joint design and symbols. The regular curriculum is designed for the student at a beginner's level, but the welding program at Jefferson Davis Community College also puts great emphasis on specialized areas for those who already have a welding skill and want to expand their ability in other welding procedures.

Welding technology is a certificate program designed to prepare graduates for employment as structural welders with a minimum of 48 semester hours and/or pipe welders with a maximum of 60 semester hours.

WELDING

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
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<tr>
<td>REQUIRED COURSES:</td>
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<tr>
<td>WDT 108 SMAW Fillet/OFC</td>
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<tr>
<td>WDT 109 SMAW Fillet/PAC/CAC</td>
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<tr>
<td>WDT 110 Industrial Blueprint Reading</td>
<td>3</td>
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<tr>
<td>WDT 119 Gas Metal Arc/Flux Cored Arc</td>
<td>3</td>
<td>0</td>
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<tr>
<td>WDT 120 Shielded Metal Arc Welding</td>
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<td>WDT 122 SMAW Fillet/OFC Lab</td>
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</tr>
<tr>
<td>WDT 123 SMAW Fillet/PAC/CAC Lab</td>
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<tr>
<td>WDT 124 Gas Metal Arc/Flux Cored Arc</td>
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## WELDING
(Continued)

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>WDT 217 SMAW Carbon Pipe Theory</td>
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<td>WDT 221 Pipefitting and Fabrication</td>
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<tr>
<td>WDT 228 Gas Tungsten Arc Welding Theory</td>
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<td>WDT 257 SMAW Carbon Pipe Lab</td>
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<tr>
<td>WDT 268 Gas Tungsten Arc Welding Lab</td>
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### GENERAL EDUCATION REQUIREMENTS:

<table>
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<th>COURSE TITLE</th>
<th>THEORY</th>
<th>LAB</th>
<th>CR. HRS.</th>
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</thead>
<tbody>
<tr>
<td>COM 100 Introductory Technical English I</td>
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</tr>
<tr>
<td>MAH 101 Introductory Mathematics I</td>
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**TOTAL REQUIRED HOURS**

<table>
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<th>THEORY</th>
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<tbody>
<tr>
<td>28</td>
<td>40</td>
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### ELECTIVES (Atmore Campus Only):

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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>WDT 115 GTAW Carbon Pipe Theory</td>
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<tr>
<td>WDT 116 GTAW Stainless Pipe Theory</td>
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<td>WDT 155 GTAW Carbon Pipe Lab</td>
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<tr>
<td>WDT 156 GTAW Stainless Pipe Lab</td>
<td>0</td>
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<td>3</td>
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<tr>
<td>WDT 166 Flux Core Arc Welding Theory</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>WDT 167 Flux Core Arc Welding Lab</td>
<td>0</td>
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<td>3</td>
</tr>
<tr>
<td>WDT 218 Certification Theory</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>WDT 258 Certification Lab</td>
<td>0</td>
<td>6</td>
<td>3</td>
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</tbody>
</table>
PHYSICAL THERAPIST ASSISTANT
TRANSFER OPTION

The College has articulated an agreement to offer the general education courses for the Physical Therapist Assistant program for students who plan to transfer to Jefferson State Community College in Birmingham, Alabama to pursue the Associate of Applied Science Degree in Physical Therapist Assistant (PTA). A student may complete the general education and prerequisite components of this program at Jefferson Davis Community College. Interested students should submit an application for admission to Jefferson State Community College as soon as they begin classes at Jefferson Davis Community College. Students must complete the following courses with a C or better and maintain a 2.5 GPA:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>BIO 201 .........................4</td>
<td>PSY200 ..............................3</td>
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<tr>
<td>BIO 202 .........................4</td>
<td>PSY210 ..............................3</td>
</tr>
<tr>
<td>ENG 101 ................................3</td>
<td>Computer or Science.............3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

The following courses may be taken at Jefferson Davis Community College prior to program admission at Jefferson State Community College or may be taken the first summer after admission:

- MTH 100 or MTH 116 (3 semester credit hours)
- Humanities or Fine Arts Elective (3 semester credit hours)
- SPH 107

Students pursuing this program must meet with the college’s Physical Therapist Assistant advisor to review the specific terms of the articulation agreement.
OFFICE CAREERS
NONCREDIT PROGRAM

Office Careers is an instructional program to prepare individuals to perform duties as clerical clerks and/or secretaries in the business, medical, or legal fields. The program is designed to offer a comprehensive forty-five weeks of intensive training or shorter twelve week training sessions in individual skill components. Office Careers is an open entry/open exit program allowing student enrollment at any time during the year. Students attend class thirty hours per week. Upon completion of the program, students will receive a certificate of occupational skills accomplishment.

The forty-five week Office Careers program is taught as though students were actually working in an office environment. Students work and learn independently while under the supervision of the instructor. The program includes instruction in office procedures, microcomputer usage and applications, keyboarding and word processing, record keeping, data entry operations, office machines, and medical office and legal office functions.

Students wanting to complete specific skills may choose to participate in a twelve week program. The twelve week programs lead to a certificate of occupational skills accomplishment in one of the following areas: Administrative Assistant, Data Entry Clerk, Executive Administrative Assistant, General Accounting Clerk, Inventory Clerk and/or Receptionist.
NOTES
Correctional Education
CORRECTIONAL EDUCATION

Accredited by:

The Southern Association of Colleges and Schools

Jefferson Davis Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501) to award the Associate in Arts, Associate in Science, and Associate in Applied Science Degrees.

Member of:

American Association of Community Colleges

Alabama College Association

Courses are taught at the following correctional sites:

G.K. Fountain Correctional Center
Holman Correctional Center
J.O. Davis Correctional Center
Atmore Community Based Facility (Work Release/Pre-Release)

This catalog is the official announcement of the program requirements and regulations of Jefferson Davis Community College Correctional Education Division. The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Course offerings, fee schedules, and other representations provided herein are not controlling and are subject to change, amendment, or deletion by the College as deemed appropriate.

CORRECTIONAL EDUCATION STATE BOARD POLICY

Institutions authorized by the State Board of Education to participate in correctional education may waive the payment of tuition, fees, and special costs for only one program completion per incarcerated student. No state funds shall be used to underwrite tuition, fees, and special costs for incarcerated students who enroll in a second program of study, excluding Adult Literacy and other remedial education courses.
Enrollment by incarcerated students in any occupational and technical programs at an Alabama College System institution will be based on the ability to benefit as determined by the institutions. After such enrollment, only one program-to-program change per incarcerated student is permitted, excluding Adult Literacy and other remedial education courses.

All inmates approved for enrollment at an Alabama College System institution must be provided with an opportunity for admission to and completion of Adult Basic Education, Adult Literacy, and General Education programs. Prior to the enrollment of an incarcerated student in a program of study, the incarcerated student must be able to read.

University transfer programs or courses for incarcerated students at Alabama College System institutions are prohibited.

The original Correctional Education programs were established as a satellite campus of J.F. Ingram. Ingram was established in 1965 by the Alabama Legislature in a Special Session by Act 110. The College was named after Mr. John Fred Ingram, who served as director of Vocational Education from 1957 until 1969.

The College was initially located on the premises of Draper Correctional Center. Mr. Maehugh T. Duncan was appointed as director. After the College was successfully established, permission for expansion was granted by the State Board of Education in November 1969. Under the aggressive leadership of Mr. T. Duncan, the College expanded to G. K. Fountain and Holman Correctional Centers on December 1, 1969.

In 1970, more programs were established that met the needs of students and business and industry, as well as the Department of Corrections. With the exception of one building, all facilities were owned by the State Department of Corrections. Even with these substandard facilities, the College endeavored to provide an environment for educational excellence. Considerable emphasis was given to the needs of individual students and the development of their abilities to learn on their own initiative so that they could better realize their personal aspirations then and in the future.

The institution’s name has changed three times since it was established by acts of the State Legislature. The name changed once again with the merger of Jefferson Davis State Junior College and Atmore State Technical College and is now known as Jefferson Davis Community College.
Instructional Sites

The College has a site that is located behind the G. K. Fountain Correctional Center. G. K. Fountain is a security Level IV institution. It is for recidivists and first offenders not deemed appropriate for Frank Lee or Draper. The general population has a custody no higher than medium and no more than two violent convictions. The capacity enrollment for the technical students is 350. The following technical programs are offered at Fountain:

- Accounting Technology
- Adult Education and Family Literacy Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering
- Cabinetmaking
- Commercial Food Service
- Masonry
- Small Engine Repair
- Welding

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Classes offered at Holman include the following:

- Adult Education and Family Literacy Classes
- Masonry
- Upholstery
- Barbering

The J. O. Davis Instructional Site is located at the J. O. Davis Correctional Facility. This facility is the least restrictive institutional environment in the Department of Corrections System. This is a Level IV facility which houses only minimum in custody inmates. These inmates must have no sex offenses, be in regular duty status, have no major disciplinary actions in a major institution within the last three
months with the exception of reclasses from work release for misdemeanor offenses, must be eighteen years old or older, and have no escapes within the last twelve months.

The Atmore Community Work Center Instructional Site is located at the Atmore Community Facility which is a Level II facility. All inmates in the facility must be minimum custody. They also must be in Class I physical duty status.

Department of Corrections Work Report Forms may also be completed by the instructor. Each student is evaluated on any behavior which might reflect on security risks or release suitability. This report includes items such as cooperativeness, dependability, social habits, industriousness, personal appearance and grooming, rule compliance, and the ability to get along with others. This report is provided directly to Classification of the correctional facility where the student resides. These work report forms can also be provided to the institution to determine eligibility for incentive packages.

**Adult Education/ESL Family Literacy**

This program offers adults who are 16 years of age and older and who have not completed their high school education the opportunity to improve their academic skills and obtain a GED certificate. Instruction is on an individualized basis involving diagnostic assessment, standardized testing, counseling, and computerized instruction utilizing the latest technology and software. The instructor works closely with the learner to develop the learner’s educational goals and objectives through a personalized Plan of Instruction (POI). Classes are open-entry/open-exit, which allows the learner to begin at any level based on the results of the TABE test. Learners enrolled in adult literacy courses may or may not be enrolled in an occupational program. Learners whose educational deficiencies stem from lack of a formal education at the high school level may take from one to ten ADL courses each semester. ADL courses involve basic remediation and are highly individualized.

**Evening Program**

Jefferson Davis Community College provides an educational program for persons who wish to attend college in the evening. The evening program offers courses designed to meet the needs of those who wish to complete a certificate program or enroll in the adult education and family literacy program to obtain a GED.
NOTES
Course Descriptions
COURSE DESCRIPTIONS

Following are descriptions of courses offered by Jefferson Davis Community College. Courses are grouped in alphabetical order under academic areas or technical/vocational programs.

Each course title is preceded by a three-letter prefix and the course number. The four numbers on the right indicate theory contact hours per week, experimental contact hours per week, manipulative contact hours per week, and total credit hours, as shown in the examples below:

**EXAMPLES**

**ENG 101 ENGLISH COMPOSITION I** 3*-0**-0***-3****
This course provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. This course may include instruction and practice in library usage. Code A

**ACR 111 REFRIGERATION PRINCIPLES** 1*-2**-3***-3****
This course covers the fundamentals of heating systems. Emphasis is placed on components, operations general service procedures, and basic installation procedures. Upon completion, students should be able to install and service gas and electric furnaces.

* Theory weekly contact hours
** Experimental weekly contact hours
*** Manipulative weekly contact hours
**** Credit hours

The Alabama College System Course Description lists common course names, numbers, and descriptions used by all of Alabama’s two-year colleges. Courses which may satisfy articulation agreements and may be used for transfer to state four-year colleges are noted with the following codes:

Code A- AGSC approved transfer courses in Areas 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.

Some courses have prerequisites or corequisites, which are listed. A prerequisite must be taken prior to entering a course; a corequisite must be taken concurrently with a course. In individual cases, prerequisites or corequisites may be waived upon recommendation of the instructor and approval of the division chair.

Certain courses will not fulfill degree requirements. Always consult your advisor before registering for a course to ensure that the course meets your particular degree or certificate requirements.

### ACCOUNTING TECHNOLOGY (ACT) (CORRECTIONAL SITE ONLY)

**ACT 104 INTRODUCTION TO BUSINESS 3-0-0-3**
This course acquaints the student with American business as a dynamic process. Topics include the private enterprise system, forms of business ownership, marketing, production factors, personnel, labor, finance, and taxation. Upon completion of this course, the student will be able to discuss and apply the basic business principles.

**ACT 114 INTRODUCTION TO ACCOUNTING DATABASE RESOURCES 3-0-0-3**
This course introduces the student to database resources available for use with the accounting programs. Emphasis is placed on database and financial accounting software packages. Upon completion of this course, the student will be able to use the computerized database software.

**ACT 115 INTRODUCTION TO ACCOUNTING COMPUTER RESOURCES 3-0-0-3**
This course introduces the student to the computer resources available for use with the accounting program. Emphasis is placed on accounting spreadsheets and financial accounting software packages. Upon completion of this course, the student will be able to use the computer resources in the accounting program.

**ACT 141 BASIC ACCOUNTING PRINCIPLES 3-0-0-3**
This course provides a basic theory of accounting principles and
practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles and practices used by service and merchandising enterprises.

**ACT 142 ADVANCED ACCOUNTING PRINCIPLES 3-0-0-3**
**PREREQUISITE: ACT 141.**
This course is a continuation of ACT 141. In addition to a study of financial accounting, this course emphasizes managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of accounting information for planning, control and decision-making. Upon completion of this course, the student will be able to apply the principles of managerial accounting.

**ACT 145 BASIC ACCOUNTING PROCEDURES 3-0-0-3**
This course focuses on basic bookkeeping procedures and elementary accounting principles. Emphasis is on analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements. Upon completion of this course, the student will be able to apply basic bookkeeping procedures and elementary accounting principles.

**ACT 148 MANAGERIAL ACCOUNTING 3-0-0-3**
**PREREQUISITE: ACT 142.**
This course introduces the students to management concepts and techniques of industrial accounting procedures. Emphasis is on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Upon completion of this course, the student will be able to apply management concepts and techniques of industrial accounting procedures.

**ACT 246 MICROCOMPUTER ACCOUNTING 3-0-0-3**
**PREREQUISITE: ACT 141.**
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.
ACT 249 PAYROLL ACCOUNTING 3-0-0-3
PREREQUISITE: ACT 141 or ACT 145.
This course focuses on federal, state, and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payroll.

ACT 251 INTERMEDIATE ACCOUNTING 3-0-0-3
PREREQUISITE: ACT 142.
This course provides an overview of accounting and its theoretical foundation, with a review and in-depth study of the accounting process and the conceptual framework of accounting financial statements. Emphasis is placed on principles underlying the accounting and reporting process, preparation of financial statements and theory and measurements of current tangible and intangible assets. Upon completion of this course, the student will be able to apply accounting principles and practices.

ACT 261 DIRECTED STUDIES 2-0-0-2
This course is an independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

ADULT LITERACY (ADL)
Institutional Credit*

ADL 020 MATH I 3-0-0-3*
Beginning math: teaches whole numbers, addition, subtraction, multiplication, and division. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 021 MATH II 3-0-0-3*
Primary focus is decimals with continuing attention to whole number problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 022 MATH III 3-0-0-3*
Primary focus is on computation of fractions. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.
ADL 023 MATH IV 3-0-0-3*
Primary focus is on understanding word problems, with continuing review of previous math criteria. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 024 MATH V 3-0-0-3*
Primary focus is on percent problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 025 MATH VI 3-0-0-3*
Primary focus is on Ratio and proportion/measurement. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 026 MATH VII 3-0-0-3*
Primary focus is on algebra with continuing attention to appropriate word problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 027 MATH VIII 3-0-0-3*
Primary focus is on geometry at the Pre-GED level with post-testing on all previous Math disciplines. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 030 READING I 3-0-0-3*
This basic reading course is designed to help introduce comprehension and understanding of basic words, their meanings, and spellings. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

ADL 031 READING II 3-0-0-3*
This continuing basic reading course is designed to help readers improve their comprehension of basic words, their meanings, and spellings. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to
determine progress.

**ADL 032 READING III  3-0-0-3***
This continuing basic reading course is designed to help readers improve their comprehension of words, vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 033 READING IV  3-0-0-3***
This comprehensive reading course is designed to help readers improve basic comprehension, basic vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 034 READING V  3-0-0-3***
This continuing comprehensive reading course is designed to help readers improve basic comprehension, basic vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 035 READING VI  3-0-0-3***
This continuing elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. Post-testing is a qualifier at this level.

**ADL 036 READING VII  3-0-0-3***
This continuing elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. Post-testing is a continuing qualifier at this level.
ADL 037 READING VIII 3-0-0-3*
This final elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. At this level post-testing is a final qualifier for the state GED exam.

ADL 040 LEARNING ABOUT CAREERS 3-0-0-3*
This course introduces students to the many career opportunities that exist in the world of work. Topics include the nature of work, specific job requirements, and the impact of interest and aptitude on successful employment. Upon completion, each student will be able to summarize aspects of working including job requirements specific to various fields and the impact of one’s aptitude and interest.

ADL 041 PRE-EMPLOYMENT TESTING 3-0-0-3*
This course covers the various types of pre-employment tests that job seekers may encounter. Topics will include employment aptitude tests, vocational interest inventories, and manual dexterity tests. Upon completion, students should be able to differentiate between aptitude tests, interest inventories, and tests of manual dexterity and be able to explain the reasons for using each type of test.

ADL 042 JOB SEARCH 3-0-0-3*
This course covers the various obstacles that the student will encounter during the job-hunting phase. Topics that will be included are how to obtain an application and how to present oneself to the future employer. Upon completion, the student should know how to find a job and how to search the present day market.

ADL 044 EMPLOYER/EMPLOYEE EXPECTATIONS 3-0-0-3*
This course covers the expectations of the employer and the employee. Topics to be discussed include rate of pay, days off, insurance, vacation, job performance, missed days of work, and reliability. Upon completion, the student should know what to expect from his/her employer and what they can expect from the job.
ADL 045 SAFETY ON THE JOB 3-0-0-3*
This course introduces safety rules of various occupations. Topics include OSHA standards, reasons for job safety programs, and ways of protecting the environment. Upon completion, students should be able to defend the assertions that OSHA standards, job safety programs, and protecting the environment are important factors in every job.

ADL 046 MONEY MANAGEMENT 3-0-0-3*
This course is designed to explore personal income budgeting. Topics include writing checks, cash versus credit buying, taxes, insurance, and saving. Upon completion, students should be able to describe pertinent features of money management.

ADL 047 JOB-RELATED VOCABULARY 3-0-0-3*
This course introduces vocabulary specific to various careers. Topics include mechanical, electrical, automotive, structural, pavements, and other career fields' vocabularies. Upon completion, students should demonstrate a familiarity with career vocabulary terms.

ADL 048 SPEAKING AND LISTENING SKILLS 3-0-0-3*
This course provides a basic introduction to speaking and listening as tools of various occupations. Topics include attending, active listening, barriers to listening, receiver, message, sender, and feedback. Upon completion, students should comprehend that effective speaking and listening enhances job performance.

ADL 049 INTRODUCTION TO REFERENCE RESOURCES 3-0-0-3*
This course expands skills needed to use dictionaries, catalogs, directories, and indexes. Topics include using dictionaries, catalogs, directories, and indexes as tools for gathering information related to career requirements. Upon completion, students should be able to select reference resources most appropriate to search requirements.

ADL 050 NEWS MEDIA IN EVERYDAY LIFE 3-0-0-3*
This course explores various sources of news for use in occupational planning. Topics include printed, broadcast, and Internet resources for news. Upon completion, students should be
able to describe typical sources of news and the types of information available in each.

**ADL 051 AN OVERVIEW OF GEOGRAPHY 3-0-0-3***
This course introduces the vocabulary and skills needed to relate to one's surrounding, near and far. Topics include geographical terms used on maps, and atlases, demographic concepts, and regional production characteristics. Students completing this course should be able to relate regional characteristics around the globe with products from such regions.

**ADL 052 UNDERSTANDING SIGNS AND DIRECTIONS 3-0-0-3***
This course covers signage used in technical environments. Topics include directional, safety, lock-out tag-out signs and their meanings. Upon completion, students should be able to take appropriate action as dictated by signage.

**ADL 053 UNDERSTANDING CONDENSED DATA 3-0-0-3***
This course presents a variety of charts, graphs, and tables for interpretation. Topics include work and transportation schedules, line and bar graphs, pie charts, and table of contents. Upon completion, students should be able to use condensed data to enhance vocational skills.

**ADL 054 ESSENTIALS OF THE GOOD CUSTOMER 3-0-0-3***
This course explores customer supplier relations. Topics include the relationship of customer requirements to quality products. Upon completion, students should be able to explain how meeting customer requirements enhances business profits.

**ADL 055 ESSENTIALS OF THE GOOD CITIZEN 3-0-0-3***
This course presents concepts from history, law, and government. Topics include citizens' responsibilities and privileges in a market driven society. Upon completion, students should be able to describe the opportunities and constraints facing citizens in a democracy.

**ADL 056 BASIC WRITING 3-0-0-3***
This course is designed to meet the needs of students with writing deficiencies. Topics may include instruction in grammar, usage, mechanics, sentence structure, and paragraph development. Upon completion, using rules of grammar, students should be able to
write paragraphs that start with a topic sentence and develop that topic with three or four complete sentences.

**ADL 057 INTERMEDIATE WRITING** 3-0-0-3*
This course is designed to meet the needs of students with moderate writing deficiencies. Topics include grammar, usage, mechanics, sentence structure, transitional tools, and paragraph development. Upon completion, students should be able to write a composition of three or more paragraphs developing a topic related to a technical occupation.

**ADL 058 BASIC MATHEMATICS** 3-0-0-3*
This developmental course constitutes a review of arithmetical principles and computations designed to help the student develop the mathematical proficiency necessary for selected curriculum entrance.

**ADL 059 DEVELOPMENTAL ALGEBRA** 3-0-0-3*
PREREQUISITE: Satisfactory math placement score. This developmental course is a review of algebra designed to help the student develop the mathematical proficiency for selected curriculum entrance.

**ADL 060 BASIC GEOMETRY** 3-0-0-3*
PREREQUISITE: ADL 059 or equivalent. This course is designed for students who have no previous course in geometry or who need preparatory work in this area. Topics include fundamental concepts of geometry such as: points, lines, planes, angles, circles, polygons, axioms, theorems, ratio and proportion, and measurement of lengths and areas.

**ADL 061 DEVELOPMENTAL READING I** 3-0-0-3*
This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**ADL 062 DEVELOPMENTAL READING II** 3-0-0-3*
PREREQUISITE: ADL 061 or equivalent placement score. This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.
ADL 063 DEVELOPMENTAL READING III 3-0-0-3*
PREREQUISITE: ADL 062 or equivalent placement score.
This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

ADL 064 CAREER EXPLORATION 3-0-0-3*
This course is designed as an investigation of jobs or careers that students will be qualified for based on individual interests and abilities. Discussion and activities cover topics listed in the Guide for Occupational Exploration, the Dictionary of Occupational Titles, and the Occupational Outlook Handbook.

ADL 065 ORIENTATION TO COLLEGE 3-0-0-3*
This course provides an orientation to college for non-high school graduate enrollees. It includes an introduction to locating and using a wide variety of useful information about colleges in the Alabama two-year college system.

ADL 080 LANGUAGE USAGE I 3-0-0-3*
Beginning language; teaches phonics level language—the alphabet, phonetic sounds, basic word construction and pronunciations. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 081 LANGUAGE USAGE II 3-0-0-3*
Primary focus is continuation and completion of phonics level work and beginning work on basic level language usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 082 LANGUAGE USAGE III 3-0-0-3*
Primary focus is continuation and completion of basic level language usage, with concentration on sentence structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 083 LANGUAGE USAGE IV 3-0-0-3*
Primary focus is on intermediate level language usage with concentration on punctuation and correct use of punctuation in sentences. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.
ADL 084 LANGUAGE USAGE V 3-0-0-3*
Primary focus is on continuation and completion of intermediate level language usage and beginning study of advanced level language usage with concentration on paragraph structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 085 LANGUAGE USAGE VI 3-0-0-3*
Primary focus is on continuation and completion of advanced level language usage with concentrated study on essay structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 086 TEST TAKING SKILLS I 3-0-0-3*
Primary focus is on continuation and completion of essay construction and beginning study of skills useful to test taking. All instructions and materials are at Pre-GED levels. Materials are geared for self-pacing with tutorial assistance.

ADL 087 TEST TAKING SKILLS II 3-0-0-3*
Primary focus is on continuation and completion of skills useful to test taking and final review and post-testing of all previous language disciplines. All instructions and materials are at Pre-GED levels. Materials are geared for self-pacing with tutorial assistance.

AIR CONDITIONING AND REFRIGERATION (ACR)

ACR 111 PRINCIPLES OF REFRIGERATION 1-2-3-3
PREREQUISITE: As determined by college.
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

ACR 113 REFRIGERATION PIPING PRACTICES 1-2-3-3
PREREQUISITE: As determined by college.
The course introduces students to the proper installation proce-
dures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a CORE course.

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS 1-4-0-3
PREREQUISITE: As determined by college.
This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR 1-2-3-3
PREREQUISITE: As determined by college.
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.

ACR 122 HVACR ELECTRICAL CIRCUITS 1-2-3-3
PREREQUISITE: As determined by college.
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a CORE course.

ACR 123 HVACR ELECTRICAL COMPONENTS 1-4-0-3
PREREQUISITE: As determined by college.
This course introduces students to electrical components and controls. Emphasis is placed of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. This is a CORE course.
ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY 3-0-0-3
PREREQUISITE: As determined by college.
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination.

ACR 148 HEAT PUMP SYSTEMS I 1-2-3-3
PREREQUISITE: As determined by college.
Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

ACR 149 HEAT PUMP SYSTEMS II 1-4-0-3
PREREQUISITE: As determined by college.
This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps.

ANTHROPOLOGY (ANT)

ANT 200 INTRODUCTION TO ANTHROPOLOGY 3-0-0-3
This course is a survey of physical, social, and cultural development and behavior of human beings. Code A

ANT 210 PHYSICAL ANTHROPOLOGY 3-0-0-3
This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations. Code A

ART (ART)

ART 100 ART APPRECIATION 3-0-0-3
This course is designed to help the student find personal meaning in works of art while developing a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art works. Upon completion, students should understand the fundamentals of art; the materials used; and have a basic overview of the history of art. Code A
ART 103  INTRODUCTION TO ART I  0-6-0-3
This course is designed as an introduction to the basic fundamentals of art. Emphasis is placed on personal expression and an understanding of the various art media. Upon completion, students should be able to express creative ideas visually and become more aware of media and how it effects visual communication. Code C

ART 104  INTRODUCTION TO ART II  0-6-0-3
PREREQUISITE: ART 103.
This course provides the opportunity for students to work with media problems beyond Introduction to Art I. Emphasis is placed on personal expression and an understanding of various art materials and techniques. Upon completion, students should improve their ability to express creative ideas visually. Code C

ART 113  DRAWING I  0-6-0-3
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. Code B

ART 114  DRAWING II  0-6-0-3
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. Upon completion, students demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. Code B

ART 121  TWO-DIMENSIONAL COMPOSITION I  0-6-0-3
This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Code B
ART 122  TWO-DIMENSIONAL COMPOSITION II   0-6-0-3
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. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Code B

ART 126  COLOR   0-6-0-3
This course introduces the student to the fundamentals of color and color usage. Topics discussed include various color theories, technical skills in mixing color, types of pigment, and the expressive uses of color. Upon completion, students should be able to explain and demonstrate a fundamental understanding of color as it is used in the development of assigned color problems. Code C

ART 127  THREE-DIMENSIONAL COMPOSITION   0-6-0-3
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 art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms. Code B

ART 133  CERAMICS I   0-6-0-3
This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate, through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics. Code C

ART 134  CERAMICS II   0-6-0-3
PREREQUISITE: ART 133.
This course further develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design, and the functional and aesthetic aspects of pottery,
although emphasis will be placed on the wheel throwing method.
Upon completion, students should demonstrate improved crafts-
manship and aesthetic quality in the production of pottery. Code C

**ART 173 PHOTOGRAPHY I** 0-6-0-3
This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history. Code C

**ART 174 PHOTOGRAPHY II** 0-6-0-3
PREREQUISITE: ART 173.
This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process his/her creative and communication skills. Code C

**ART 203 ART HISTORY I** 3-0-0-3
This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of themes, styles, and of the impact of society on the arts. Code A

**ART 204 ART HISTORY II** 3-0-0-3
This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts. Code A

**ART 231 WATERCOLOR PAINTING I** 0-6-0-3
PREREQUISITE: ART 113, ART 121 or permission of instructor.
This course introduces materials and techniques appropriate to
painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression. Code C

**ART 232 WATERCOLOR II** 0-6-0-3
PREREQUISITE: ART 231.
This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflect a personal awareness of the media’s potential. Code C

**ART 233 PAINTING I** 0-6-0-3
PREREQUISITE: ART 113, 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. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. Code B

**ART 234 PAINTING II** 0-6-0-3
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 the creative process to the communication of ideas. Code C

**ART 243 SCULPTURE I** 0-6-0-3
PREREQUISITE: ART 127 or permission of instructor.
This course provides a study of three-dimensional form by familiarizing students with sculpting media and techniques. Topics include the fundamentals of art and sculpting media with emphasis on the creative process. Upon completion, students should understand the fundamentals of art and three-dimensional form, as well as the various media and processes associated with sculpture.
ART 244 SCULPTURE II 0-6-0-3
PREREQUISITE: ART 243.
This course is designed to sharpen skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, students should be able to apply the fundamentals of art, their knowledge of form, and the sculptural processes to communicating ideas. Code C

ART 251 LETTERING I 0-6-0-3
This course introduces script and constructed lettering. Topics include types of lettering, materials, techniques, styles, layout and composition. Upon completion, students should be able to demonstrate lettering procedures and skills that reflect appropriate uses. Code C

ART 252 LETTERING II 0-6-0-3
PREREQUISITE: ART 251.
This course advances the students’ lettering skills in script and constructed letter forms. Emphasis is placed on technical skills and creativity in using the constructed letter. Upon completion, students should demonstrate through assigned projects the personal, creative, and competent use of lettering styles. Code C

ART 273 STUDIO PHOTOGRAPHY 0-6-0-3
PREREQUISITE: ART 174.
This course stresses advanced image-making problems requiring studio or other controlled environment solutions. Topics include lights, props, and related equipment and techniques. Upon completion, the student will produce quality photographs using studio equipment and processes. Code C

ART 291 SUPERVISED STUDY IN STUDIO ART 1 0-2/8-0-1/4
PREREQUISITE: Permission of instructor.
This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art. Code C
ART 292  SUPERVISED STUDY IN STUDIO ART II 0-2/8-0-1/4
PREREQUISITE: ART 291 or permission of instructor.
This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art. Code C

ART 293  DIRECTED READINGS IN ART I 3-0-0-3
This course offers supervised readings in the literature of visual arts. Emphasis is placed on an in-depth analysis of the chosen area of study. Upon completion, students should have an extensive knowledge of an advanced area in art and evidence of their work in the form of research. Code C

ART 294  DIRECTED READINGS IN ART II 3-0-0-3
PREREQUISITE: ART 293.
This course offers supervised readings in the literature of visual art. Emphasis is placed on an in-depth analysis of the chosen area of study. Upon completion, students should have an extensive knowledge of an advanced area in art and evidence of their work in the form of research. Code C

ART 299  ART PORTFOLIO 0-2/8-0-1/4
PREREQUISITE: Permission of instructor.
This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills. Code C

AUTOMOTIVE BODY REPAIR (ABR)

ABR 111  NON-STRUCTURAL REPAIR 1-4-0-3
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials.

ABR 114  NON-STRUCTURAL PANEL REPLACEMENT 1-4-0-3
Students are introduced to the principles of non-structural panel
replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods.

**ABR 122 SURFACE PREPARATION** 1-4-0-3
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.

**ABR 123 PAINT APPLICATION AND EQUIPMENT** 1-4-0-3
This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.

**ABR 151 SAFETY AND ENVIRONMENTAL PRACTICES** 1-4-0-3
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws.

**ABR 154 AUTOMOTIVE GLASS AND TRIM** 1-4-0-3
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.

**ABR 156 AUTO CUTTING & WELDING** 1-4-0-3
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

**ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS** 1-4-0-3
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

**ABR 214 AUTOMOTIVE STRUCTURAL REPAIR** 1-4-0-3
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural
components.

**ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS  1-4-0-3**
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.

**ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS  1-4-0-3**
This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.

**ABR 255 STEERING AND SUSPENSION  1-4-0-3**
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.

**ABR 258 HEATING AND A/C IN COLLISION REPAIR  1-4-0-3**
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.

**ABR 265 PAINT DEFECTS AND FINAL REPAIRS  1-4-0-3**
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections.

**AUTOMOTIVE MECHANICS (AUM)  (CORRECTIONAL SITE ONLY)**

**AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY  1-4-0-3**
This course provides basic instruction in the fundamentals of automotive technology, which includes safety rules and procedures based on OSHA standards. Topics in this course include use of shop tools and equipment, measuring devices, preventive maintenance, light duty service procedures and the use of shop manuals.
AUM 110 ELECTRICAL AND ELECTRONIC SYSTEM I 1-4-0-3
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

AUM 121 BRAKING SYSTEMS 1-4-0-3
PREREQUISITE: AUM 111 or instructor approval.
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

AUM 122 STEERING, SUSPENSION & ALIGNMENT 1-4-0-3
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

AUM 124 ENGINE REPAIR I 1-4-0-3
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.

AUM 130 DRIVE TRAIN AND AXLE 1-4-0-3
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.

AUM 133 MOTOR VEHICLE AIR CONDITIONING 1-4-0-3
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 210 ELECTRICAL AND ELECTRONIC SYSTEM II 1-4-0-3
PREREQUISITE: AUM 111 or instructor approval.
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced trouble-
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shooting and repair of electrical systems, subsystems, and components.

AUM 220 ENGINE REPAIR II 1-4-0-3
This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

AUM 224 MAN TRANSMISSION AND TRANSAXLE 1-4-0-3
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

AUM 230 AUTO TRANSMISSION AND TRANSAXLE 1-4-0-3
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.

AUM 239 ENGINE PERFORMANCE I 1-4-0-3
PREREQUISITE: AUM 111, AUM 211, or instructor approval.
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

AUM 244 ENGINE PERFORMANCE II 1-4-0-3
This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

AUM 246 AUTOMOTIVE EMISSIONS 1-4-0-3
This is an introductory course in automotive emission systems. Topics include a study on emission control devices and their effects on the environment, all control units from air and fuel intake through final exhaust, manufacturer specifications and EPA standards. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.
BARBERING (BAR)  
(CORRECTIONAL SITES ONLY)

BAR 110 ORIENTATION TO BARBERING 3-0-0-3
This course provides an orientation to professional barber-styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.

BAR 111 SCIENCE OF BARBERING 1-2-3-3
This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.

BAR 112 BACTERIOLOGY AND SANITATION 3-0-0-3
This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

BAR 113 BARBER-STYLING LAB 0-0-9-3
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing, and haircutting. Upon completion, the student should be able to care for their implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision.

BAR 114 ADVANCED BARBER-STYLING LAB 0-0-9-3
This course provides the student with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, the student should be able to demonstrate on a model the correct procedures for a facial massage and basic haircut.

BAR 132 HAIRSTYLING AND DESIGN 3-0-0-3
This course includes the student to the art of hairstyle and design. Topics include the selection of styles to create a mood or complement facial features as well as hair replacement and
hairpieces. Upon completion, the student should know the principles of style and design.

**BAR 140 PRACTICUM** 0-0-10-2
This course provides the student an opportunity to combine knowledge and skill covering all aspects of barbering-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should be able to function in a professional setting with very little assistance.

**BAR 181-281 SPECIAL TOPICS IN BARBERING** 0-0-9-3
These courses provide specialized instruction in various areas related to the barbering industry. Emphasis is placed on meeting student’s needs.

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**BIOLOGY (BIO)**

**BIO 101 INTRODUCTION TO BIOLOGY I** 3-2-0-4
Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120 minute laboratory is required. Code A

**BIO 102 INTRODUCTION TO BIOLOGY II** 3-2-0-4
PREREQUISITE: BIO 101.
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120 minute laboratory is required. Code A.

**BIO 103 PRINCIPLES OF BIOLOGY I** 3-2-0-4
This is an introductory course for science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a 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 and an overview of the diversity of life with emphasis on viruses,
prokaryotes, and protists. A 120-minute laboratory is required.  

Code A

**BIO 104  PRINCIPLES OF BIOLOGY II  3-3-0-4**  
PREREQUISITE: BIO 103.  
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.  
Code A

**BIO 120  MEDICAL TERMINOLOGY  3-0-0-3**  
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 201  HUMAN ANATOMY AND PHYSIOLOGY I  3-2-0-4**  
PREREQUISITE: BIO 103.  
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.  
Code B

**BIO 202  HUMAN ANATOMY AND PHYSIOLOGY II  3-2-0-4**  
PREREQUISITE: BIO 103 and BIO 201.  
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.  
Code B

**BIO 220  GENERAL MICROBIOLOGY  2-4-0-4**  
PREREQUISITE: BIO 103 or BIO 201.  
RECOMMENDED: 4 semester hours of chemistry.  
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology,
distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required. Code B

BUSINESS (BUS)

BUS 100 INTRODUCTION TO BUSINESS 3-0-0-3
PREREQUISITE: As required by program.
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. Code C

BUS 150 BUSINESS MATH 3-0-0-3
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value. Code C

BUS 186 ELEMENTS OF SUPERVISION 3-0-0-3
PREREQUISITE: As required by program.
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating. Code C

BUS 190 MANAGEMENT WORKSHOP I 1/3-0-0-1/3
This course is a part of a series of workshops wherein 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 191 MANAGEMENT WORKSHOP II 1/3-0-0-1/3
This course is a part of a series of workshops wherein 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 192 MANAGEMENT WORKSHOP III 1/3-0-0-1/3  
This course is a part of a series of workshops wherein 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 210 INTRODUCTION TO ACCOUNTING 3-0-0-3  
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 3-0-0-3  
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. Code C

BUS 241 PRINCIPLE OF ACCOUNTING I 3-0-0-3  
(NOTE: Students should have a basic knowledge of accounting or excellent math skills to succeed in this course.)  
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Code B

BUS 242 PRINCIPLE OF ACCOUNTING II 3-0-0-3  
PREREQUISITE: BUS 241.  
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision-making. Code B

BUS 248 MANAGERIAL ACCOUNTING 3-0-0-3  
PREREQUISITE: BUS 241.  
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit
analysis, and cost accounting systems. Code B

BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT 3-0-0-3
PREREQUISITE: As required by program.
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, real and personal property, and virtual property. Code B

BUS 271 BUSINESS STATISTICS I 3-0-0-3
PREREQUISITE: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing. Code B

BUS 272 BUSINESS STATISTICS II 3-0-0-3
PREREQUISITE: BUS 271.
This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi-square, analysis of variance, time series index numbers, and decision theory. Code B

BUS 275 PRINCIPLES OF MANAGEMENT 3-0-0-3
PREREQUISITE: As required by program.
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Code B

BUS 276 HUMAN RESOURCE MANAGEMENT 3-0-0-3
PREREQUISITE: As required by program.
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the section, placement, testing, orientation, training, rating, promotion, and transfer of employees. Code C
BUS 279 SMALL BUSINESS MANAGEMENT  3-0-0-3
PREREQUISITE: As required by program.
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. Code C

BUS 285 PRINCIPLES OF MARKETING  3-0-0-3
PREREQUISITE: As required by program.
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 298 DIRECTED STUDIES  1/3-0-0-1/3
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

CABINETMAKING (CAB) (CORRECTIONAL SITE ONLY)

CAB 101 INTRODUCTION TO CABINETMAKING  1-4-0-3
This is a beginning woodworking course, which deals with basic materials and processes. Topics include introduction to tools and equipment and safety. Upon course completion, students should be able to perform techniques for building small projects, techniques of gluing, clamping, nailing, and screwing.

CAB 102 INTRODUCTION TO LUMBER  1-0-6-3
This is an introductory course to lumber, grades, sizes, characteristics and uses. Also included in the course are the operation, care and sharpening of woodworking equipment. Upon course completion, students should be able to construct and finish a furniture project and demonstrate the characteristics and methods of sawing lumber.

CAB 103 SIZES, DIMENSION AND JOINTS  1-4-0-3
This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and
the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, jobs layouts, and patterns.

**CAB 104 CABINET SHOP OPERATIONS** 3-0-0-3
This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.

**CAB 110 EQUIPMENT MAINTENANCE FUNDAMENTALS 1-4-0-3**
This is an introductory course to maintaining woodworking tools and equipment. Topics include preventive maintenance, troubleshooting, and repair of woodworking tools and machines. Upon course completion, students should be able to repair, service, and maintain woodworking tools and machines.

**CAB 140 WOODFINISHING FUNDAMENTALS 0-4-0-2**
This is an introductory woodfinishing course. Topics include sanding, filling, staining, brushing and spraying. Upon course completion, students should be able to perform basic woodfinishing procedures.

**CAB 141 WOODFINISHING** 0-4-0-2
PREREQUISITE: CAB 140.
This course is a continuation of CAB 140. Emphasis is on filling, rubbing, spraying, and building up finishes. Upon course completion, students should be able to perform advanced woodfinishing procedures.

**CAB 145 REFINISHING FURNITURE AND ANTIQUES 0-4-0-2**
This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

**CAB 204 CABINETMAKING AND MILLWORK 1-4-6-5**
PREREQUISITE: CAB 102.
This course focuses on design and construction of casework. Topics include study of designs, construction and installation of
kitchen cabinets, vanities, shelves, and other casework and the use and installation of cabinet hardware. Upon course completion, students should be able to design, construct, and install basic interior casework.

**CAB 205 FURNITURE CONSTRUCTION** 1-4-6-5
PREREQUISITE: CAB 102.
This course covers design and construction of fine furniture. Emphasis is on the development of highly advanced woodworking skills, such as turning duplicate parts, joinery, building jigs and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture.

**CAB 210 EQUIPMENT MAINTENANCE** 1-2-0-2
PREREQUISITE: CAB 110.
This course is a continuation of CAB 110. Emphasis is on removing, sharpening, and replacing jointer and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment.

**CAB 220 BASIC CARPENTRY** 1-4-0-3
This course focuses on basic carpentry practices. Emphasis is on basic principles of layout and excavation, foundations and form building as related to cabinetmaking, and uses of the framing square in figuring rafters, step strings and board feet. Upon course completion, students should be able to perform basic carpentry techniques.

**CAB 230 ESTIMATING COSTS IN CABINETMAKING** 1-2-0-2
PREREQUISITE: CAB 110.
This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials and labor and on the use of pertinent formulas. Upon course completion, students should be able to estimate costs of complete cabinetmaking projects.

**CAB 242 SPECIAL FINISHES** 1-0-6-3
PREREQUISITE: CAB 141.
This course is a continuation of CAB 141. Emphasis is on spraying and hand rubbing with lubricants. Upon course completion, students should be able to apply special finishes to wooden surfaces.
CAB 260 WOODTURNING 1-4-6-5
PREREQUISITE: CAB 205.
This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs.

CHEMISTRY (CHM)

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY 3-3-0-4
PREREQUISITE: MTH 092 or equivalent math placement score. 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 III. 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, pH, and equilibrium reactions. Laboratory is required. Code A

CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY 3-3-0-4
PREREQUISITE: CHM 104 or CHM 111. This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Code A

CHM 111 COLLEGE CHEMISTRY I 3-3-0-4
PREREQUISITE: MTH 112 or equivalent math placement score. This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Code A

CHM 112 COLLEGE CHEMISTRY II 3-3-0-4
PREREQUISITE: CHM 104 or CHM 111.
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 chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Code A

CHM 221 ORGANIC CHEMISTRY I 3-3-0-4
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, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Code B

CHM 222 ORGANIC CHEMISTRY II 3-3-0-4
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, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basis techniques. Code B

CHM 250 DIRECTED STUDY IN CHEMISTRY 1/3-0-0-1/3
This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit. Code C

CHM 260 SAMPLING AND ANALYSIS 3-3-0-4
PREREQUISITE: CHM 105.
This course places emphasis on the methodology of sampling, analyzing, and interpreting results of hazardous materials. Topics will include industrial hygiene monitoring, testing, pH and moisture content, selecting analytical service laboratories, an introduction to chemical methods of analysis including spectroscopy and chromatography. Laboratory is required. Code C

| COMMERCIAL FOOD SERVICE (CFS) | (CORRECTIONAL SITE ONLY) |

**CFS 101 ORIENTATION TO THE FOOD SERVICE**  
1-0-0-1  
**PREREQUISITE:** Determined by instructor.  
This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion of this course, the student will be knowledgeable of business and career opportunities within the food service industry.

**CFS 102 CATERING**  
2-0-0-2  
**PREREQUISITE:** Determined by instructor.  
This course includes the theory and practice of operating a catering business. Topic includes food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

**CFS 110 BASIC FOOD PREPARATION**  
2-0-3-3  
**PREREQUISITE:** CFS 101, 111, 114.  
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will develop competencies in food preparation as it relates to the food service industry.

**CFS 111 FOUNDATIONS IN NUTRITION**  
3-0-0-3  
**PREREQUISITE:** Determined by instructor.  
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food
Upon completion of this course, students will be able to apply the basic principles of meal planning.

**CFS 112 SANITATION, SAFETY, AND FOOD SERVICE  2-0-0-2**
PREREQUISITE: Determined by instructor.
This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion of this course, students will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.

**CFS 113 TABLE SERVICE  2-0-0-2**
PREREQUISITE: Determined by instructor.
This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.

**CFS 114 MEAL MANAGEMENT  2-0-3-3**
PREREQUISITE: CFS 101, 110, 111, 112.
This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

**CFS 115 ADVANCED FOOD PREPARATION  2-0-3-3**
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.
CFS 132  FOOD PREPARATION AND THE HEALTH CARE INDUSTRY  3-0-0-3
PREREQUISITE: Determined by instructor.
This course introduces students to food preparation and service in the health care industry. Emphasis will be placed on using medical dictionaries and reading charts for therapeutic diet instruction, and designing and creating menus and diet programs for special client populations. Upon completion, students should be able to read and interpret medical terms, and demonstrate knowledge about food service in the health care industry.

CFS 141  FOOD PRODUCTION FOR SPECIAL OPERATIONS  1-0-3-2
PREREQUISITE: Determined by instructor.
This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venues. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CFS 201  MEAT PREPARATION AND PROCESSING  1-0-3-2
PREREQUISITE: Determined by instructor.
This course focuses on meat preparation and processing. Students will be responsible for preparing meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CFS 204  FOUNDATIONS OF BAKING  2-0-3-3
PREREQUISITE: Determined by instructor.
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CFS 213  FOOD PURCHASING AND COST CONTROL  3-0-0-3
PREREQUISITE: Determined by instructor.
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

**CFS 222 DIETARY MANAGEMENT** 2-0-3-3

**PREREQUISITE:** Determined by instructor.

This course includes the basic methods of modifying diets by changing consistency, energy value, or nutrient content to meet a specific need. Topics include special diets such as liquid, soft, regular, and light. Upon completion, the student will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

**CFS 223 ADVANCED DIETARY MANAGEMENT** 2-0-0-2

**PREREQUISITE:** CFS 222.

This course focuses on the dietary manager in external and internal activities. Emphasis is placed on learning to control productivity, to construct a budget, to maintain financial records, and to recognize the causes of food allergens. Upon completion, the student should have an understanding of the role of a dietary manager.

**CFS 251 MENU DESIGN** 2-0-0-2

**PREREQUISITE:** Determined by instructor.

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

**CFS 299 SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION** 1/3-0-0/6-3

**PREREQUISITE:** Permission of instructor.

This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation and service and may be repeated as subject matter varies. Upon completion, students will have an understanding of timely topics relative to the commercial food preparation industry.
CIS 146  MICROCOMPUTER APPLICATIONS  2-2-0-3  
PREREQUISITE:  As required by program.  
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC³ certification.  
Code B

CIS 147  ADVANCED MICRO APPLICATIONS  3-0-0-3  
PREREQUISITE:  CIS 146.  
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification.  
Code B

CIS 207  INTRODUCTION TO WEB DEVELOPMENT  2-2-0-3  
PREREQUISITE:  As required by program.  
This course introduces basic Web page development techniques. Topics include HTML, scripting languages, and commercial software packages used in the development of Web pages. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.  
Code C

CIS 251  C++ PROGRAMMING  3-0-0-3  
PREREQUISITE:  As required by program.  
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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CRJ 100</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3-0-0-3</td>
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<td></td>
<td>This course surveys the entire criminal justice</td>
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<td>process from law enforcement to the administration</td>
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<td>of justice through corrections. It discusses</td>
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<td>the history and philosophy of the system and</td>
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<td>introduces various career opportunities. Code</td>
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<td>CRJ 110</td>
<td>INTRODUCTION TO LAW ENFORCEMENT</td>
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<td>This course examines the history and philosophy</td>
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<td>of law enforcement, as well as the organization</td>
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<td>and jurisdiction of local, state, and federal</td>
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<td>agencies. It includes the duties and functions of</td>
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<td>law enforcement officers. Code B</td>
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<td>CRJ 130</td>
<td>INTRODUCTION TO LAW AND JUDICIAL PROCESS</td>
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<td>This course provides an introduction to the basic</td>
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<td>elements of substantive and procedural law and the</td>
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<td>stages in the judicial process. It includes an</td>
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<td>overview of state and federal court structure.</td>
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<td>CRJ 140</td>
<td>CRIMINAL LAW AND PROCEDURE</td>
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<td>This course examines both substantive and</td>
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<td>procedural law. The legal elements of various</td>
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<td>crimes are discussed, with emphasis placed on the</td>
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<td>contents of the Alabama Code. Areas of criminal</td>
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<td>procedure essential to the criminal justice</td>
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<td>profession are covered. Code C</td>
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<td>CRJ 150</td>
<td>INTRODUCTION TO CORRECTIONS</td>
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<td>This course provides an introduction to the</td>
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<td>philosophical and historical foundations of</td>
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<td>corrections in America. Incarceration and some of</td>
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<td>its alternatives are considered. Code B</td>
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<td>CRJ 178</td>
<td>NARCOTICS/DANGEROUS DRUGS</td>
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<td>This course surveys the history and development of</td>
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<td>drug abuse in society. Theories of drug abuse,</td>
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<td>identification, and classification of drugs are</td>
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<td>covered. Strategies for combating the drug problem</td>
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<td>are discussed. Code C</td>
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<td>CRJ 208</td>
<td>INTRODUCTION TO CRIMINOLOGY</td>
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<td>This course delves into the nature and extent of</td>
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<td>crime in the United States, as well as criminal</td>
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<td>delinquent behavior and theories of</td>
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causation. This study includes criminal personalities, principles of prevention, control, and treatment. Code B

CRJ 209 JUVENILE DELINQUENCY 3-0-0-3
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency, as well as the role of the courts. Code B

CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION 3-0-0-3
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. Code C

CRJ 220 CRIMINAL INVESTIGATION 3-0-0-3
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized. Code C

CRJ 239 ISSUES IN LAW ENFORCEMENT 3-0-0-3
This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided. Code C

CRJ 290 SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE 1/3-0-0-1/3
This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head. Code C

DRAFTING AND DESIGN TECHNOLOGY (DDT)

DDT 104 INTRODUCTION TO COMPUTER AIDED DESIGN 1-4-0-3
PREREQUISITE: As required by the college.
This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and
basic CADD software applications in producing softcopy and hardcopy. This is a CORE course.

DDT 111  FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY 1-4-0-3
PREREQUISITE: As required by the college.
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing. This is a core course.

DDT 117  MANUFACTURING PROCESSES 1-4-0-3
PREREQUISITE: As required by the college.
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 122  ADVANCED TECHNICAL DRAWING 1-4-0-3
PREREQUISITE: As required by the college.
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

DDT 124  BASIC TECHNICAL DRAWING 1-4-0-3
PREREQUISITE: As required by the college.
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. This is a core course.
DDT 125 SURFACE DEVELOPMENT 1-4-0-3
PREREQUISITE: As required by the college.
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

DDT 126 SECTIONS AND CONVENTIONAL PRACTICE 1-4-0-3
PREREQUISITE: As required by the college.
This course provides techniques for representing more or less complicated interiors of parts that cannot be shown clearly by means of hidden lines. Topics include visualization and development of all standard sectional views, section lining, and associated conventional practices used by the drafter. Upon completion, students should be able to select appropriate sectional views to represent more or less complex interior detail and execute detailed drawings as selected using orthographic multiview projection and conventional practices.

DDT 127 INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN 1-4-0-3
PREREQUISITE: DDT 104, DDT 111, DDT 124 or permission of instructor.
This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. This is a CORE course.

DDT 128 INTERMEDIATE TECHNICAL DRAWING 1-4-0-3
PREREQUISITE: DDT 111, DDT 124, or instructor approval.
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. This is a CORE course.

DDT 131 MACHINE DRAFTING BASICS 1-4-0-3
PREREQUISITE: As required by the college.
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the
applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning, and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 ARCHITECTURAL DRAFTING 1-4-0-3
PREREQUISITE: As required by the college.
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

DDT 134 DESCRIPTIVE GEOMETRY 1-4-0-3
PREREQUISITE: As required by the college.
This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes, with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

DDT 211 INTERMEDIATE MACHINE DRAFTING 1-4-0-3
PREREQUISITE: As required by the college.
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery’s Handbook for developing specifications, and use of standardized abbreviations in working drawings.

DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING 1-4-0-3
PREREQUISITE: As required by the college.
This second course in architectural design and drafting continues
with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 221 ADVANCED MACHINE DRAFTING  1-4-0-3
PREREQUISITE: As required by the college.
This third course in machine drafting and design covers the development of complex, advanced working drawings by applying previously developed skills. Topics include application of previously developed skills in the organization and development of complex, advanced-level working drawings, including sub-assemblies and a basic design problem. Upon completion, students should be able to organize, layout, and produce complex, advanced-level working drawings, including sub-assemblies and a basic design problem.

DDT 222 ADVANCED ARCHITECTURAL DRAFTING  1-4-0-3
PREREQUISITE: As required by the college.
This third course in architectural design and the drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

DDT 226 TECHNICAL ILLUSTRATION  1-4-0-3
PREREQUISITE: As required by the college.
This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 231 ADVANCED CAD  3-0-0-3
PREREQUISITE: As required by the college.
This course covers the advanced applications of CAD software to
engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principle of CAD. These principles will be applied toward CAD customization and programming principles, for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output, and 3-D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 232 CAD CUSTOMIZATION 3-0-0-3
PREREQUISITE: As required by the college.
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.

DDT 233 SOLIDS MODELING 3-0-0-3
PREREQUISITE: As required by the college.
This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wireframe, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 236 DESIGN PROJECT 1-4-0-3
PREREQUISITE: As required by the college.
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student’s ability to apply the principles learned in previous drafting classes in one special area as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by apply engineering principles and
controls to a personal design project.

**DDT 237 CURRENT TOPICS IN CAD**  
1-4-0-3  
PREREQUISITE: As required by the college.  
This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary software. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD.

**DDT 238 SPECIAL TOPICS IN CAD**  
1-4-0-3  
PREREQUISITE: As required by the college.  
This course is a special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphical software, such as virtual “walk-throughs” or multimedia presentations. Topics include but are not limited to combining CAD software, image editing software, authoring software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations.

**DDT 249 ADVANCED CAD APPLICATIONS**  
0-6-0-3  
PREREQUISITE: As required by the college.  
This course provides the theory of commercial drawing and design. Topics include legal issues, job expectations, the architect and the architectural office, the contractor and the office of the contractor, building officials, construction materials and process, fire resistance design, C.S.I. format, and contract documents. Emphasis is placed upon a thorough understanding of these topics.

**DDT 284 COMPUTER AIDED MODELING I**  
1-4-0-3  
PREREQUISITE: As required by the college.  
Introduction to computer-aided modeling (CAM). Topics include three-dimensional drawing, filters, three-dimensional coordinates, view ports, meshes, surfaces, projections, model space, and model ports. Upon completion of this course, a student will be able to draw and dimension the wire-frame model of an object using three-
DDT 285 COMPUTER AIDED MODELING II 1-4-0-3
PREREQUISITE: As required by the college.
Continuation of DDT 284. Topics include projecting, model space, paper space, model views, external references, and solid modeling. Upon completion of this course, a student will be able to draw and dimension the diagrams necessary to clearly and completely describe an electronic network.

ECONOMICS (ECO)

ECO 231 PRINCIPLES OF MACROECONOMICS 3-0-0-3
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 economics issues or problems including international trade. Code A

ECO 232 PRINCIPLES OF MICROECONOMICS 3-0-0-3
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. Code A

NOTE: These courses do not have to be taken in sequence.

EMERGENCY MEDICAL SERVICES (EMS)

EMS 100 CARDIOPULMONARY RESUSCITATION I 1-0-0-1
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
counselling.

EMS 107  EMERGENCY VEHICLE OPERATOR AMBULANCE 1-0-0-1
PREREQUISITE: Must present a valid driver’s license and program approval.
The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators, legal aspects of ambulance operation, communication and reporting, roles and responsibilities, ambulance types and operation, ambulance inspection, maintenance, and repair, navigation and route planning, basic maneuvers and normal operating situations, operations in emergency mode and unusual situation, special considerations in safety, and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

EMS 113  INFECTION CONTROL FOR HEALTH PROFESSIONS 1-0-0-1
This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention, universal precautions (body substance isolation) and asepsis, immunization, exposure control, disposal, labeling, transmission, exposure determination, post-exposure reporting, and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.
EMS 140  EMT PREPARATORY AND PREHOSPITAL  
EMS OPERATIONS
PREREQUISITE: Admission to the EMT-Basic Program, EMS 100, EMS 113.
This course is one of four courses (EMS 140,141,142,143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include introduction to emergency medical care; the well-being of the EMT-Basic; medical, legal, and ethical issues; the human body; baseline vitals and SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials; incident management systems; mass casualty situations, and triage; and state and local EMS rules/regulation. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 141  EMT ASSESSMENT AND  
TRAUMA RELATED INJURIES
PREREQUISITE: Admission to the EMT-Basic Program, EMS 100, EMS 113.
This course is one of four courses (EMS 140,141,142,143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include scene size-up; initial assessment; focused history and physical exam; medical and trauma; detailed physical exam; on-going assessment; communications; documentation; bleeding and shock; soft tissue injuries; musculoskeletal care; and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 142  EMT MEDICAL EMERGENCIES AND  
PEDIATRIC
PREREQUISITE: Admission to the EMT-Basic Program, EMS 100, EMS 113.
This course is one of four courses (EMS 140,141,142,143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include general pharmacology; respiratory emer-
COURSES DESCRIPTIONS

Emergencies, cardiovascular emergencies; diabetic emergencies (including the use of a digital glucometer), altered mental status; allergic reactions; poisoning, overdose emergencies; environmental emergencies; behavioral emergencies; obstetrics; and infants and children. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 143  EMT BASIC CLINICAL COMPETENCIES  0-0-3-1
PREREQUISITE: Admission to the EMT-Basic Program, EMS 100, EMS 113.
This course is one of four courses (EMS 140,141,142,143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. It provides students with clinical education experiences to enhance knowledge and skills learned in the EMT-basic program. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 144  EMT BASIC SPECIALIZED EXPERIENCES  0-0-3-1
PREREQUISITE: Admission to the EMT-Basic Program or current Alabama licensure as an EMT-Basic.
This course provides students with clinical training in specialized areas such as E-911 dispatch, physician offices, and/or mental health centers to enhance knowledge and skills learned in the EMT-Basic training. Specific skills objectives are evaluated, including patient assessment and management, and students are required to complete patient care summaries and other written work. This course is optional for completing requirements for the EMT-Basic level of training.

ENGLISH NON-DEGREE (COM)

COM 100 INTRODUCTORY TECHNICAL ENGLISH I  3-0-0-3
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.
ENGLISH (ENG)

ENG 092  BASIC ENGLISH I  3/4-0-0-3/4
PREREQUISITE: None.
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi sentence paragraphs.

ENG 093  BASIC ENGLISH II  3/4-0-0-3/4
PREREQUISITE: A grade of “C” in ENG 092 or a minimum score of 37 on the ASSET.
This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101  ENGLISH COMPOSITION I  3-0-0-3
PREREQUISITE: Successful completion of ENG 093; or a score of 42 or better on the English section of ASSET; or a score of 20 or better on the ACT (or equivalent SAT score).
English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Code A

ENG 102  ENGLISH COMPOSITION II  3-0-0-3
PREREQUISITE: A grade of “C” or better in ENG 101 or equivalent.
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. Code A
ENG 130  TECHNICAL REPORT WRITING 3-0-0-3
PREREQUISITE: ENG 101 or the equivalent.
This course provides instruction in the production of technical
and/or scientific reports. Emphasis is placed on research,
objectivity, organization, composition, documentation, and pre-
sentation of the report. Students will demonstrate the ability to
produce a written technical or scientific report by following the
prescribed process and format. Code C

ENG 246  CREATIVE WRITING I 3-0-0-3
PREREQUISITE: ENG 102 or permission of the instructor.
This course provides instruction and practice in the writing of critical
analysis of imaginative forms of literature. Emphasis is placed on
originality in the creative writing process, and this course may
include instruction on publishing. Students will compose a signifi-
cant body of imaginative literature, which may be read by or to the
class. Code C

ENG 247  CREATIVE WRITING II 3-0-0-3
PREREQUISITE: ENG 246 or permission of the instructor.
A continuation of ENG 246, this course provides instruction and
practice in the writing of critical analysis of imaginative forms of
literature. Emphasis is placed on originality in the creative writing
process, and this course may include instruction on publishing.
Students will compose a significant body of imaginative literature,
which may be read by or to the class. Code C

ENG 248  CREATIVE WRITING III 3-0-0-3
PREREQUISITE: ENG 247 or permission of the instructor.
A continuation of ENG 247, this course provides instruction and
practice in the writing of critical analysis of imaginative forms of
literature. Emphasis is placed on originality in the creative writing
process, and this course may include instruction on publishing.
Students will compose a significant body of imaginative literature,
which may be read by or to the class. Code B

ENG 249  CREATIVE WRITING IV 3-0-0-3
PREREQUISITE: ENG 248 or permission of the instructor.
A continuation of ENG 248, this course provides instruction and
practice in the writing of critical analysis of imaginative forms of
literature. Emphasis is placed on originality in the creative writing
process, and this course may include instruction on publishing.
Students will compose a significant body of imaginative literature, which may be read by or to the class. Code B

ENG 251 AMERICAN LITERATURE I 3-0-0-3
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 252 AMERICAN LITERATURE II 3-0-0-3
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American Literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 261 ENGLISH LITERATURE I 3-0-0-3
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary context, and understand relevant criticism and research. Code A

ENG 262 ENGLISH LITERATURE II 3-0-0-3
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Romantic Age
to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

**GEOGRAPHY (GEO)**

**GEO 100 WORLD REGIONAL GEOGRAPHY** 3-0-0-3
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, external and internal organization, problems and potentials. Code A

**HEALTH EDUCATION (HED)**

**HED 199 ECOLOGICAL APPROACH TO HEALTH AND FITNESS** 3-0-0-3
This course examines a myriad of factors influencing health and fitness behavior. Intrapersonal, interpersonal, institutional, community, and public policy factors are examined. Code C

**HED 221 PERSONAL HEALTH** 3-0-0-3
**PREREQUISITE:** As required by program. This course introduces principles and practices of personal and family health. It includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death, and dying. Code B

**HED 224 PERSONAL AND COMMUNITY HEALTH** 3-0-0-3
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

**HED 226 WELLNESS** 3-0-0-3
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2)
physical work capacity, (3) education, (4) reassessment, and (5) retesting. Code C

**HED 231 FIRST AID** 3-0-0-3
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training is also included. Code B

**HED 232 CARE AND PREVENTION OF ATHLETIC INJURIES** 3-0-0-3
This course provides a study of specific athletic injuries, their treatment, and preventive measures. Code C

**HED 277 CPR RECERTIFICATION** 1-0-0-1
In this course, instruction and review of up-dated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association and/or the American Red Cross. Code C

**HISTORY (HIS)**

**HIS 101 WESTERN CIVILIZATION I** 3-0-0-3
This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation. Code A

**HIS 102 WESTERN CIVILIZATION II** 3-0-0-3
This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present. Code A

**HIS 121 WORLD HISTORY I** 3-0-0-3
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. Code A
HIS 122  WORLD HISTORY II  3-0-0-3
This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. Code A

HIS 201  UNITED STATES HISTORY I  3-0-0-3
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Code A

HIS 202  UNITED STATES HISTORY II  3-0-0-3
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. Code A

HUMANITIES (HUM)

HUM 100  HUMANITIES FORUM  1-0-0-1
In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of humanities. The course may be repeated for credit. Code C

HUM 120  INTERNATIONAL STUDIES IN  1/3-0-0-1/3
(NAME OF COUNTRY)
This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit. Code C

INTERDISCIPLINARY STUDIES (IDS/IDH)

IDS 114  INTERDISCIPLINARY SEMINAR:  1/2-0-0-1/2
CURRENT TOPICS IN HUMAN CONCERN
This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information, as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit. Code C
IDS 115 FORUM 1-0-0-1
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events, and programs given at the College or in the community. IDS 115 may be repeated for credit. Code C

IDS 299 DIRECTED STUDIES IN LEADERSHIP 1/2-0-0-1/2
This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit. Code C

IDH 214 INTERDISCIPLINARY SEMINAR: CURRENT TOPICS OF HUMAN CONCERN 1-0-0-1
PREREQUISITE: Admission to the Honors Program or consent and completion of at least one humanities-emphasis honors course and one science-emphasis honors course.
This interdisciplinary seminar provides an opportunity for the student to conduct an in-depth investigation of selected topics related to human values and the influence of the sciences on those values. Classroom activities emphasize and help develop skills for public speaking. A seminar paper and oral presentation/defense are required to enhance the student's skills in analysis, critical thinking, and communication. Code A

MARKETING (MKT)

MKT 122 VISUAL MERCHANDISING 3-0-0-3
PREREQUISITE: As required by program.
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. Code C

MKT 123 FUNDAMENTALS OF SELLING 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to emphasize the necessity of selling skills
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in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered. Code C

MKT 220 ADVERTISING AND SALES PROMOTION 3-0-0-3
PREREQUISITE: As required by program.
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Code C

MKT 221 CONSUMER BEHAVIOR 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer. Code C

MKT 223 CUSTOMER SERVICE 3-0-0-3
PREREQUISITE: As required by program.
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. Code C

MKT 225 MARKETING RESEARCH 3-0-0-3
PREREQUISITE: MKT 220.
This course provides information for decision-making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision-making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. Code C
MASONRY (MAS)

MAS 111 MASONRY FUNDAMENTALS 2-0-3-3
This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, the students should be able to properly apply masonry techniques.

MAS 121 BRICK/BLOCK MASONRY 3-0-0-3
This course is designed to provide the student with a working knowledge of the various concrete block and brick sizes, as well as types of joints. Emphasis is placed on understanding the modular system, wall types, joints, and wall insulation. Upon completion of this course, students should be able to identify methods of brick and block reinforcements, wall supports, and wall types, joints, insulation, and sample panels and prisms.

MAS 131 RESIDENTIAL/COMMERCIAL 3-0-0-3
This course introduces the student to residential and commercial construction, plans and layouts, and reinforced masonry. Emphasis is placed on home building, shopping centers and high-rise buildings, residential and commercial drawings and specifications, job costing, job preparation, as well as brick and block moisture control. Upon completion, students should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, installing expansion joints, setting coping, and moisture control.

MAS 151 MASONRY FUNDAMENTALS LAB 0-6-0-3
This course provides a practical application of introductory brick and block construction. Emphasis is placed on mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding. Upon completion, students should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards.

MAS 152 MASONRY FUNDAMENTALS LAB 0-6-0-3
This course provides a practical application of introductory brick and block construction. Emphasis is placed on spreading mortar and laying bricks, coursing bricks, laying bricks in a running bond,
building course pyramids, building stretcher, wall common, Flemish, English, and stack bonds. Upon completion, students should be able to demonstrate appropriate practices, including safety, in brick and block construction to entry-level standards.

**MAS 153 SPECIAL TOPICS/PROJECTS** 0-6-0-3
A selection of topics/projects related to the masonry profession is addressed in this combines theory and lab course. Subject matter and projects will vary according to industry and student needs, and the course may be repeated for credit within institutional policy. Upon completion, students should demonstrate competencies designed to assess course objectives.

**MAS 161 CONCRETE BLOCK MASONRY** 0-6-0-3
This course provides practical application of concrete block advanced laying techniques. Emphasis is placed on developing skills in laying concrete block, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, students should be able to construct concrete block walls to entry-level standards.

**MAS 162 BRICK MASONRY LAB** 0-6-0-3
This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skill in laying brick, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct brick walls to entry-level standards.

**MAS 171 RESIDENTIAL/COMMERCIAL** 0-6-0-3
This course provides application of residential and commercial techniques for plans and layouts, as well as brick veneer, composite walls, expansion joints, and moisture control. Emphasis is placed on developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control. Upon completion, students should be able to demonstrate use of scaling rule for a set of plans, identify and sketch standard symbols for walls, openings, floors, and materials, estimate job costs according to plan, utilize appropriate methods to ensure moisture control, lay brick and block to the line, and build brick and block foundations to entry-level standards.
MAS 181 SPECIAL TOPICS IN MASONRY 0-6-0-3
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting the student’s needs.

MAS 211 STONE MASONRY 3-0-0-3
This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics.

MAS 221 SPECIALIZED MASONRY 3-0-0-3
This course provides an introduction to geographically specific masonry techniques. Topics include panel construction, acid brick, refractories, structured glazed tile, glass block, passive solar design, barrier walls and hollow metal frames. Upon completion, students should be able to define and recognize types and applications of specialized techniques and materials, as well as identify proper installation and laying techniques.

MAS 231 BASIC CEMENT MASONRY 3-0-0-3
This course is designed to introduce the various types of cement masonry, concrete requirements, flat work, estimating, and finishing methods. Emphasis is placed on estimating concrete for small to medium size projects, flat work, form work, footings, and the correct tools and methods of finishing and placing.

MAS 251 STONE MASONRY LAB 0-6-0-3
This course provides practical application of stone and decorative masonry techniques and repair and restoration of brick structures and brick arches. Emphasis is placed on developing skills in performing these techniques. Upon completion, students should be able to lay stone, repair and restore brick structure, and build arches to entry-level standards.

MAS 252 FIREPLACE CONSTRUCTION 0-6-0-3
This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skills in constructing decorative masonry
techniques. Upon completion, students should be able to construct a variety of fireplaces to entry-level standards.

**MAS 261 SPECIALIZED MASONRY** 0-6-0-3  
This course provides practical application of geographically specific masonry techniques. Emphasis is placed on developing skill in laying and installing panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls, and hollow metal frames. Upon completion, students should be able to perform, to entry-level standards, appropriate techniques for selection, laying, and installation of geographically specific masonry applications.

**MAS 271 BASIC CEMENT MASONRY LAB** 0-6-0-3  
This course introduces the students to basic concrete masonry, including the use of various tools, estimating, and placing concrete. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and proper care of concrete tools. Upon completion of this course, the student should demonstrate entry-level skills for placing, finishing, estimating, and curing concrete.

**MAS 272 ADVANCED CEMENT MASONRY** 0-6-0-3  
This course continues skill building in concrete masonry. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and maintenance of concrete tools. Upon completion of this course, the student should be able to demonstrate increased speed and accuracy in building structures covered in this course.

**MAS 281 SPECIAL TOPICS IN MASONRY** 0-6-0-3  
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting the student’s needs.

**MATHEMATICS NON-DEGREE (MAH)**

**MAH 101 INTRODUCTORY MATHEMATICS I** 2-2-0-3  
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.

**MATHEMATICS (MTH)**

**MTH 091 DEVELOPMENTAL ALGEBRA I** 3/4-0-0-3/4
PREREQUISITE: Appropriate mathematics placement score.
This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

**MTH 092 DEVELOPMENTAL ALGEBRA II** 3/4-0-0-3/4
PREREQUISITE: MTH 091 or appropriate mathematics placement score.
This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

**MTH 098 ELEMENTARY ALGEBRA** 3/4-0-0-3/4
PREREQUISITE: A grade of “C” in MTH 091 or appropriate mathematics placement score.
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

**MTH 100 INTERMEDIATE COLLEGE ALGEBRA** 3-0-0-3
PREREQUISITE: A grade of “C” in MTH 098 or appropriate mathematics placement score.
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirements for mathematics. Code B
MTH 110  FINITE MATHEMATICS 3-0-0-3
PREREQUISITE: All core mathematics courses in Alabama must have a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a “C” or higher (“S” if taken as pass/fail) Intermediate College Algebra.
This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce or mathematics (i.e. students who are not required to take Calculus). This course will draw on and significantly enhance the student’s arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye’s Theorem), and introduction to statistics (including work with binomial distributions and normal distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications. Code A

MTH 112  PRECALCULUS ALGEBRA 3-0-0-3
PREREQUISITE: All core mathematics courses in Alabama must have a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a “C” or higher (“S” if taken as pass/fail) Intermediate College Algebra.
This course emphasizes the algebra of functions--including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer’s Rule, and mathematical induction. Code A

MTH 115  PRECALCULUS ALGEBRA & TRIGONOMETRY 4-0-0-4
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a “C” or higher (“S” if taken pass/fail) MTH 100 and receive permission from the department chairperson.
This course is a one-semester combination of Precalculus Algebra
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and Precalculus Trigonometry. The course covers the following topics; the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre’s Theorem, and polar coordinates. Code A

MTH 116 MATHEMATICAL APPLICATIONS 3-0-0-3
PREREQUISITE: MTH 091 or appropriate mathematics placement score.
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics. Code C

MTH 125 CALCULUS I 4-0-0-4
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a “C” or higher (“S” if taken pass/fail) MTH 112 or 115.
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 4-0-0-4
PREREQUISITE: MTH 125.
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series,
polar coordinates, and parametric equations. Code A

**MTH 227 CALCULUS III**

4-0-0-4

PREREQUISITE: 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 Stoke's Theorem). Code A

**MTH 231 MATH FOR THE ELEMENTARY TEACHER I**

3-0-0-3

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory and use of manipulatives by teachers to demonstrate abstract concepts and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied, as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. Code B

**MTH 232 MATH FOR THE ELEMENTARY TEACHER II**

3-0-0-3

PREREQUISITE: MTH 231.

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytical geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students will also demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. Code B
MTH 233 MATH FOR THE ELEMENTARY TEACHER III 3-0-0-3
PREREQUISITE: MTH 232.
This course is the third of a three-course sequence and is designed
to provide appropriate insights into mathematics for students
majoring in elementary education and to ensure that students going
into elementary education are more proficient at performing basic
arithmetic operations. Topics include concepts for plane and solid
gometry. Emphasis is on linear measurement, as well as
fundamental concepts of geometry dealing with lines, angles,
triangles, polygons, and solids. The metric system is used for
measurement through the course. The use of manipulatives and
calculators in the teaching and learning process is emphasized.
Upon completion, students will test for mathematical proficiency and
the learning of teaching concepts. Students will also demonstrate
an appropriate teaching technique by preparing a lesson and
teaching it to the class for their final exam grade. Code C

MTH 237 LINEAR ALGEBRA 3-0-0-3
PREREQUISITE: MTH 126.
This course introduces the basic theory of linear equations and
matrices, real vector spaces, bases and dimension, linear trans-
formations and matrices, determinants, eigenvalues and eigenvec-
tors, inner product spaces, and the diagonalization of symmetric
matrices. Additional topics may include quadratic forms and the
use of matrix methods to solve systems of linear differential
equations. Code A

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I 3-0-0-3
PREREQUISITE: MTH 227.
An introduction to numerical methods, qualitative behavior of first
order differential equations, techniques for solving separable and
linear equations 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;
and the Laplace transform as a tool for the solution of initial value
problems whose inhomogeneous terms are discontinuous. Code A
MTH 265 ELEMENTARY STATISTICS 3-0-0-3
PREREQUISITE: MTH 100 or appropriate mathematics placement score.
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included. Code B

MUSIC (MUS)

MUS 101 MUSIC APPRECIATION 3-0-0-3
This course is designed for non-music majors and requires no previous experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multicultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Code A

MUS 110 BASIC MUSICIANSHP 3-0-0-3
PREREQUISITE: Permission of the Instructor
This course is designed to provide rudimentary music knowledge and skills for the students with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony. Code C

MUS 170 INTRODUCTION TO CHURCH MUSIC 2/3-0-0-2/3
This course provides an overview of church music as a career choice and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, administrative skills, and may include a supervised practicum field experience. Upon completion, students should be able to select, prepare, teach, and conduct a simple
anthem for a graded church choir and demonstrate a knowledge of  
church music administration through written documentation.  
Code C

**MUS 203 MUSIC HISTORY I**  
3-0-0-3  
**PREREQUISITE:** Determined by instructor.  
This course provides a study of the development of music from  
ancient times through the Baroque Period. Emphasis is placed on  
period style characteristics, representative composers and their  
works, and socio-cultural influences. Upon completion, students  
should be able to demonstrate knowledge, understanding, and an  
aural perception of period style characteristics, forms, composers,  
and representative works. Code C

**MUS 204 MUSIC HISTORY II**  
3-0-0-3  
**PREREQUISITE:** Determined by instructor.  
This course provides a study of the development of music from the  
Classical Period to the present. Emphasis is placed on period style  
characteristics, representative composers and their works, and  
socio-cultural influences. Upon completion, students should be  
able to demonstrate knowledge, understanding and an aural  
perception of period style characteristics, forms, composers, and  
representative works. Code C

**MUSIC ENSEMBLE (MUL)**

**MUL 172-173 MUSICAL THEATER WORKSHOP I-II**  
0-2/4-0-1/2  
**PREREQUISITE:** Permission of the instructor.  
This course includes the study of musical theater history, styles,  
performance, and technical production. Emphasis is placed on the  
supervised study, preparation, production, and performances of  
scenes or complete works of musical theater. 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 180-181 CHORUS I, II**  
280-281 CHORUS III, IV  
0-2/4-0-1/2  
**PREREQUISITE:** Permission of the instructor.  
This course provides an opportunity for students to participate in a  
performing ensemble. Emphasis is placed on rehearsing and  
performing literature appropriate to the mission and goals of the
MUL 184-85 JAZZ/SHOW CHOIR I, II  204-85 JAZZ/SHOW CHOIR III, IV
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Code B

MUL 272-273 MUSICAL THEATER WORKSHOP III-IV  0-2/4-0-1/2
PREREQUISITE: Permission of the instructor.
This course includes the study of musical theater history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theater. 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

ASSOCIATE DEGREE NURSING R.N. (NUR)

Note: The four numbers on the right indicate theory contact hours (1:1), lab contact hours (3:1), clinical contact hours (3:1), and total credit hours.

NUR 102 FUNDAMENTALS OF NURSING  3-2-1-6
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam or waiver).
NOTE: Only required if student is taking BIO 201 and 202 sequences.
COREQUISITES: NUR 103, NUR 104, BIO 201, MTH 116 (or higher level).
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's
philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

NUR 103 HEALTH ASSESSMENT 0-1-0-1
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam or waiver).
NOTE: Only required if student is taking BIO 201 and 202 sequences.
COREQUISITE: NUR 102, NUR 104, BIO 201, MTH 116 (or higher level).
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

NUR 104 INTRODUCTION TO PHARMACOLOGY 0-1-0-1
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam or waiver).
NOTE: Only required if student is taking BIO 201 and 202 sequences.
COREQUISITES: NUR 102, NUR 103, BIO 201, MTH 116 (or higher level).
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR 105 ADULT NURSING 5-1-2-8
PREREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201, MTH 116
(or higher level).
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106 MATERNAL AND CHILD NURSING** 4-0-1-5

PREQUISITES: NUR 102, NUR 103, NUR 104, BIO 201, MTH 116 (or higher level).
This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

**NUR 193 DRUG DOSAGES AND SOLUTIONS** 2-0-0-2

This course is designed to introduce the student to the basic principles utilized in the calculation of drug dosage and solutions. It includes a review of basic mathematical principles. Emphasis is placed on abbreviations, symbols, systems of measurement with conversions between systems, and calculations or dosage and solutions problems for all age groups.

**NUR 200 CONCEPTS OF CAREER MOBILITY** 1-5-0-6

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of
assessments, students are eligible for entry into NUR 201. Students who successfully complete NUR 200 will be awarded 15 non-traditional hours at the completion of the course.

**NUR 201 NURSING THROUGH THE LIFESPAN I** 3-0-2-5  
**PREREQUISITES:** NUR 105, NUR 106, BIO 202, ENG 101.  
**COREQUISITES:** PSY 200, BIO 220.  
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 202 NURSING THROUGH THE LIFESPAN II** 3-0-4-7  
**PREREQUISITES:** NUR 201, BIO 220, PSY 200, ENG 101.  
**COREQUISITES:** SPH 106, 107, OR 116, PSY 210.  
This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 203 NURSING THROUGH THE LIFESPAN III** 4-0-2-6  
**PREREQUISITES:** SPH 106, 107, or 116, PSY 210, NUR 202.  
**COREQUISITES:** NUR 204, Humanities elective.  
This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems.
in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE**


COREQUISITES: NUR 203, Humanities elective.

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

**NUR 206 ADVANCED NUTRITION CONCEPTS**

This course includes concepts related to normal nutrition and modifications for therapeutic diets throughout the life cycle. Topics include internal/parenteral feedings, disabling disease, rehabilitation, and drug-nutrient interactions. The student should be able to provide diet therapy for clients in acute care as well as community settings.

**NUR 207 DIRECTED STUDY IN NURSING**

PREREQUISITE: Permission of the instructor.

This course is designed to increase the opportunity for exploring, reading, and reporting on specific theoretical topics related to the field of nursing. Topics must be approved by the instructor. 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.

**NUR 208 DIRECTED STUDY IN NURSING**

PREREQUISITE: Permission of the instructor.

This course is designed to increase the opportunity for exploring, reading, and practicing selected clinical laboratory skills related to the field of nursing. Topics must be approved by the instructor. Emphasis is placed on the development of knowledge and clinical skills 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. Clinical required.

NUR 209 DIRECTED STUDY IN NURSING 3-0-0-3  
PREREQUISITE: Permission of the instructor.  
This course is designed to provide the opportunity for study in a specific area of nursing. Emphasis is placed on the increase in 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.

NUR 254 CRITICAL CARE NURSING 1-0-3-2  
PREREQUISITE: Permission of the instructor.  
This course includes concepts related to issues and trends in caring for critically ill individuals of all ages. Topics include monitoring techniques and recognition and management of dysrhythmias and care modalities for the critically ill. The student should be able to provide nursing care for individuals in acute and rehabilitating settings. Clinical required.

NUR 292 NURSING LICENSURE EXAMINATION REVIEW 2-0-0-2  
PREREQUISITE: Permission of the instructor.  
This course is designed to assist the student in preparation for the nursing licensure examination. Emphasis is placed on test taking skills, computer assisted simulations, and content basic to the practice of nursing.

OFFICE ADMINISTRATION (OAD)

OAD 100 BASIC KEYBOARDING 3-0-0-3  
PREREQUISITE: As required by program.  
This course is designed to enable the student to develop touch keyboarding skills for efficient use of the typewriter or microcomputer through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, the student should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard. Code C

OAD 101 BEGINNING KEYBOARDING 3-0-0-3  
PREREQUISITE: As required by program.  
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 the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. Code C

OAD 103 INTERMEDIATE KEYBOARDING 3-0-0-3
PREREQUISITE: OAD 101 and/or as required by program.
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. 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. Code C

OAD 104 ADVANCED KEYBOARDING 3-0-0-3
PREREQUISITE: OAD 103 and/or as required by program.
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 outside lab. 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 110 NAVIGATING WINDOWS 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. Code C
OAD 125 WORD PROCESSING 3-0-0-3
PREREQUISITE: OAD 101 and/or as required by program.
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 memos, letters, and reports. Code C

OAD 126 ADVANCED WORD PROCESSING 3-0-0-3
PREREQUISITE: OAD 125 and/or as required by program.
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Code C

OAD 128 APPLIED BUSINESS MATH 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to develop the student’s ability to apply mathematical concepts in solving business problems. Emphasis is on fundamentals of arithmetic and algebra, simple and compound interest, depreciation, insurance, and stocks and bonds. Upon completion, the student should be able to solve common business problems. Code C

OAD 130 ELECTRONIC CALCULATIONS 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to teach the touch system and problem-solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. Code C

OAD 133 BUSINESS COMMUNICATIONS 3-0-0-3
PREREQUISITE: As required by program.
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, and 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 135 FINANCIAL RECORD KEEPING  3-0-0-3
PREREQUISITE: As required by program.
This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. Code C

OAD 136 ADVANCED FINANCIAL RECORD KEEPING  3-0-0-3
PREREQUISITE: OAD 135 and/or as required by program.
This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information. Code C

OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING  3-0-0-3
PREREQUISITE: OAD 136 and/or as required by program.
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  3-0-0-3
PREREQUISITE: As required by program.
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 200 MACHINE TRANSCRIPTION  3-0-0-3
PREREQUISITE:  OAD 103.
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. Code C

OAD 202 LEGAL TRANSCRIPTION  3-0-0-3
PREREQUISITE:  As required by program.
This course is designed to familiarize the student with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents. Code C

OAD 203 LEGAL OFFICE PROCEDURES  3-0-0-3
PREREQUISITE:  OAD 125 and/or as required by program.
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. Code C

OAD 212 MEDICAL TRANSCRIPTION  3-0-0-3
PREREQUISITE:  OAD 103.
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Code C

OAD 213 ADVANCED MEDICAL TRANSCRIPTION  3-0-0-3
PREREQUISITE:  OAD 212 and/or as required by program.
This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies, and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment. Code C

OAD 214 MEDICAL OFFICE PROCEDURES 3-0-0-3
PREREQUISITE: OAD 125 and/or as required by program.
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Code C

OAD 218 OFFICE PROCEDURES 3-0-0-3
PREREQUISITE: OAD 101.
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Code C

OAD 230 ELECTRONIC PUBLISHING 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. Code C
OAD 232 THE ELECTRONIC OFFICE 3-0-0-3
PREREQUISITE: As required by program.
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology. Code C

OAD 241 OFFICE CO-OP 0-0-5/15-1/3
PREREQUISITE: As required by program.
This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation. Code C

OAD 243 SPREADSHEET APPLICATIONS 3-0-0-3
PREREQUISITE: As required by program.
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 outside lab. 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

OAD 244 DATABASE CONCEPTS 3-0-0-3
PREREQUISITE: OAD 101.
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and outside lab. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports. Code C

OAD 247 SPECIAL PROJECTS 3-0-0-3
PREREQUISITE: OAD 125 and/or as required by program.
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under
the direct supervision of the instructor. Emphasis is on the student’s use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skill gained through an individualized project. Code C

### PHILOSOPHY (PHL)

**PHL 106 INTRODUCTION TO PHILOSOPHY** 3-0-0-3  
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era. Code A

**PHL 206 ETHICS AND SOCIETY** 3-0-0-3  
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. Code A

### PHYSICAL EDUCATION (PED)

**PED 101 SLIMNASTICS (BEGINNING)** 0-0-2-1  
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. Code C

**PED 102 SLIMNASTICS (INTERMEDIATE)** 0-0-2-1  
This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. Code C
PED 103 WEIGHT TRAINING (BEGINNING)  0-0-2-1
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)  0-0-2-1
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 0-0-2-1
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)  0-0-2-1
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)  0-0-2-1
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 109 JOGGING 0-0-2-1
This course provides the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate
the benefits derived from these activities. Code C

**PED 118 GENERAL CONDITIONING (BEGINNING) 0-0-2-1**
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. Code C

**PED 119 GENERAL CONDITIONING (BEGINNING) 0-0-2-1**
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 121 BOWLING (BEGINNING) 0-0-2-1**
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. Code C

**PED 122 BOWLING (INTERMEDIATE) 0-0-2-1**
PREREQUISITE: PED 121 or permission of instructor.
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. Code C

**PED 123 GOLF (BEGINNING) 0-0-2-1**
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. Code C

**PED 124 GOLF (INTERMEDIATE) 0-0-2-1**
PREREQUISITE: PED 123 or 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, student should be able to demonstrate the knowledge and ability to play a recreational round of golf. Code C

**PED 126 RECREATIONAL GAMES** 0-0-2-1
This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities. Code C

**PED 127 ARCHERY** 0-0-2-1
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing, as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. Code C

**PED 128 RACQUETBALL** 0-0-2-1
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. Code C

**PED 131 BADMINTON (BEGINNING)** 0-0-2-1
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. Code C

**PED 133 TENNIS (BEGINNING)** 0-0-2-1
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. Code C

**PED 134 TENNIS (INTERMEDIATE)** 0-0-2-1
PREREQUISITE: PED 133 or permission of instructor.
This course emphasizes the refinement of playing skills. Topics
include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. Code C

PED 140 SWIMMING (BEGINNING) 0-0-2-1
This course is designed for nonswimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. Code C

PED 141 SWIMMING (INTERMEDIATE) 0-0-2-1
PREREQUISITE: PED 140 or permission of instructor. This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills. Code C

PED 147 WATER SAFETY INSTRUCTOR 0-0-4-2
PREREQUISITE: Permission of instructor. This course prepares the student to serve as an American National Red Cross Water Safety Instructor. It includes a thorough review of swimming, lifesaving skills, all phases of water safety skills, and techniques for instructing the skills. This course must be taught by a qualified Water Safety Instructor Trainer. Upon completion, students should be able to demonstrate skills, knowledge, and techniques to pass the American Red Cross Water Safety Instructor’s certification. (For a student to be a certified lifeguard, the student must have current certification in Advanced Lifesaving, Standard First Aid, and either the Red Cross or the American Heart Association CPR course.) Code C

PED 148 LIFEGUARD TRAINING 0-0-6-3
PREREQUISITE: PED 147 or advanced lifesaving certification. This course provides the individual with special training in handling emergencies, water-search and rescue operations, health and sanitation inspections, and types and uses of equipment. It also includes Standard First Aid, and Red Cross or American Heart Association CPR requirements. Code C
PED 171 BASKETBALL (BEGINNING) 0-0-2-1
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 172 BASKETBALL 0-0-2-1
PREREQUISITE: PED 171 or permission of instructor.
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. Code C

PED 176 VOLLEYBALL (BEGINNING) 0-0-2-1
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. Code C

PED 177 VOLLEYBALL (INTERMEDIATE) 0-0-2-1
PREREQUISITE: PED 176 or 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 200 FOUNDATIONS OF PHYSICAL EDUCATION 3-0-0-3
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. Code B

PED 251 VARSITY BASKETBALL 0-0-2-1*
PED 252 VARSITY BASEBALL 0-0-2-1*
PED 254 VARSITY SOFTBALL 0-0-2-1*
PED 257 VARSITY CHEERLEADING 0-0-2-1*
PED 258 VARSITY VOLLEYBALL 0-0-2-1*
* Varsity sports may be repeated for credit up to a maximum of four (4) hours. All varsity sports are Code C.

**PHYSICAL SCIENCE (PHS)**

**PHS 111 PHYSICAL SCIENCE** 3-2-0-4  
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. Code A

**PHS 112 PHYSICAL SCIENCE II** 3-2-0-4  
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. Code A

NOTE: These courses do not have to be taken in sequence.

**PHYSICS (PHY)**

**PHY 201 GENERAL PHYSICS I – TRIG BASED** 3-2-0-4  
PREREQUISITE: MTH 115 or equivalent.
This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. Code A

**PHY 202 GENERAL PHYSICS II – TRIG BASED** 3-2-0-4  
PREREQUISITE: PHY 201.
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Code A

**PHY 213 GENERAL PHYSICS WITH CALCULUS I** 3-2-0-4  
PREREQUISITE: MTH 125 or permission of instructor.
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required. Code A

**PHY 214 GENERAL PHYSICS WITH CALCULUS II** 3-2-0-4  
PREREQUISITE: PHY 213.
This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required. Code A

**POLITICAL SCIENCE (POL)**

**POL 200 INTRODUCTION TO POLITICAL SCIENCE 3-0-0-3**
This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. Code A

**POL 211 AMERICAN NATIONAL GOVERNMENT 3-0-0-3**
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. Code A

**PSYCHOLOGY (PSY)**

**PSY 200 GENERAL PSYCHOLOGY 3-0-0-3**
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. Code A

**PSY 210 HUMAN GROWTH AND DEVELOPMENT 3-0-0-3**
PREREQUISITE: PSY 200.
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.
Code A

**READING (RDG)**

**RDG 083 DEVELOPMENTAL READING I** 1/4-0-0-1/4
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 084 DEVELOPMENTAL READING II** 1/4-0-0-1/4
PREREQUISITE: A grade of “C” in RDG 083 or appropriate placement score.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 085 DEVELOPMENTAL READING III** 1/4-0-0-1/4
PREQUISITE: RDG 084 or equivalent placement score.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 114 CRITICAL READING FOR COLLEGE** 1/4-0-0-1/4
PREREQUISITE: College test score placement or permission of the instructor.
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

**RELIGION (REL)**

**REL 151 SURVEY OF THE OLD TESTAMENT** 3-0-0-3
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 3-0-0-3
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

SER 111 FUNDAMENTALS OF SMALL ENGINE REPAIR 1-2-3-3
This course introduces students to the theory and operating principles of internal combustion engines. Emphasis is placed on basic engine systems, special tools and testing equipment, and shop safety rules and equipment. Upon completion, students should understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion, identify shop safety rules, and list engine components and explain their function.

SER 112 FOUR-STROKE CYCLE ENGINE 3-0-0-3
This course covers the service and repair of the four-stroke cycle engines. Emphasis is placed on the function and operating principles of the fuel systems, ignition, starters, exhaust, and lubrication systems. Upon completion, students should understand service and repair procedures for all related engine systems.

SER 113 FOUR-STROKE CYCLE ENGINE LAB 0-0-9-3
This course provides students hands-on experience on engine repair. Emphasis is placed on the cylinder block and all internal components, fuel systems, ignition systems, cooling systems, lubrication, and exhaust systems. Upon completion, students should be able to apply small engine service and repair procedures.

SER 114 SPECIAL PROJECTS IN SMALL ENGINE REPAIR 0-0-9-3
This course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands-on training to further develop the student’s mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair engines of various designs currently in
production.

**SER 121 TWO-STROKE CYCLE ENGINE 1-0-6-3**
This course covers the service and repair procedures for the two-stroke cycle engine. Emphasis is placed on engine construction, induction systems, carburetion systems, and exhaust systems. Upon completion, students should be able to repair and maintain two-stroke engines.

**SER 122 ENGINE RECONDITIONING 2-0-0-2**
This course provides the student with the knowledge and techniques involved in the reconditioning of small gasoline engines. Emphasis is placed on valve service, cylinder reboring, bearings, and precision measuring tools. Upon completion, students should be able to use inside and outside micrometers, reface valves and valve seats, resize cylinder bores, and replace various types of bearings.

**SER 123 ENGINE RECONDITIONING LAB 0-0-9-3**
This course provides practical experience in troubleshooting and complete reconditioning of small gasoline engines. Emphasis is placed on the correct measuring of crankshafts, connecting rods, pistons, valves, and various other engine components. Upon completion, students should be able to resize cylinder bores, perform valve service, replace pistons and rings, time camshafts, and set and adjust all components to specifications.

**SER 124 SPECIAL PROJECTS IN LAWN, GARDEN, AND INDUSTRIAL ENGINES 0-0-9-3**
This special projects course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands-on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair various lawn and garden and industrial equipment.

**SER 132 LAWN AND GARDEN EQUIPMENT 1-2-3-3**
This course covers riding mowers, tillers, edgers, and generators. Emphasis is placed on mechanical and electrical systems. Upon completion, students should be able to service and repair mechanical and electrical components of lawn and garden equipment.
SOCILOGY (SOC)

SOC 200 INTRODUCTION TO SOCIOLOGY 3-0-0-3
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. Code A

SOC 208 INTRODUCTION TO CRIMINOLOGY 3-0-0-3
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities and principles of prevention, control, and treatment. Code C

SOC 209 JUVENILE DELINQUENCY 3-0-0-3
PREREQUISITE: SOC 200.
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency, as well as the role of the courts. Code C

SOC 210 SOCIAL PROBLEMS 3-0-0-3
PREREQUISITE: SOC 200.
This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research. Code A

SOC 217 CRIMINAL AND DEVIANTE BEHAVIOR 3-0-0-3
PREREQUISITE: SOC 200 or SOC/CRJ 208.
This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. Code C

SOC 247 MARRIAGE AND THE FAMILY 0-0-0-3
PREREQUISITE: SOC 200.
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. Code B

SPANISH (SPA)

SPA 101 INTRODUCTORY SPANISH I 4-0-0-4
This course provides an introduction to Spanish. Topics include the development of basic communication skills and acquisition of basic knowledge of the cultures of Spanish-speaking areas. Code A
SPA 102  INTRODUCTORY SPANISH II  4-0-0-4  
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

SPA 201  INTERMEDIATE SPANISH I  3-0-0-3  
PREREQUISITE: SPA 102 or equivalent.  
This course includes a review and further development of communication skills. Topics include readings of literacy, historical, and/or cultural texts. Code A

SPA 202  INTERMEDIATE SPANISH II  3-0-0-3  
PREREQUISITE: SPA 201 or equivalent.  
This continuation course includes a review and further development of communication skills. Topics include readings of literacy, historical, and/or cultural texts. Code A

SPEECH (SPH)

SPH 107  FUNDAMENTALS OF PUBLIC SPEAKING  3-0-0-3  
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  INTRO TO INTERPERSONAL COMMUNICATION  3-0-0-3  
This course is an introduction to the basic principles of interpersonal communication. Code A

SPH 206  ORAL INTERPRETATION  3-0-0-3  
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

SPH 226  BUSINESS AND PROFESSIONAL SPEECH  3-0-0-3  
This course focuses on the fundamentals of speech applied to business and professional speech, reports, sales talks, confer-
ences, interviews, speeches of goodwill, speeches of inspiration and courtesy, and after dinner speeches. Code C

THEATER ARTS (THR)

THR 113 THEATER WORKSHOP I 1-0-0-1
This is the first in a six-course sequence, which provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. Code B

THR 114 THEATER WORKSHOP II 1-0-0-1
PREREQUISITE: THR113.
This course is a continuation of THR 113. Code B

THR 115 THEATER WORKSHOP III 1-0-0-1
PREREQUISITE: THR114.
This course is a continuation of THR114. Code B

THR 120 THEATER APPRECIATION 3-0-0-3
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis is placed on the role of playwright, actor, director, designer, and technician to modern media. Attendance at a theater production may be required. Code A

THR 126 INTRODUCTION TO THEATER 3-0-0-3
This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. Code A

THR 131 ACTING TECHNIQUES I 3-0-0-3
This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. Code B
THR 132  ACTING TECHNIQUES II  3-0-0-3
PREREQUISITE:  THR 131.
This course is a continuation of THR 131.  Code C

THR 213  THEATER WORKSHOP IV  1-0-0-1
PREREQUISITE:  THR 115.
This course is a continuation of THR113, 114, and 115.  Code C

THR 214  THEATER WORKSHOP V  1-0-0-1
PREREQUISITE:  THR 213.
This course is a continuation of THR113, 114, 115, and 213.  Code C

THR 215  THEATER WORKSHOP VI  1-0-0-1
PREREQUISITE:  THR 214.
This course is a continuation of THR113, 114, 115, 213, and 214.  Code C

THR 236  STAGECRAFT  3-0-0-3
This course is a study of the principles, techniques, and materials in
the theatrical scenery and lighting.  Code C

THR 241  VOICE AND SPEECH FOR THE PERFORMER  3-0-0-3
This is a beginning course in the effective and healthy use of the
vocal instrument for performance. It is designed to approach both
the physical and mental processes of vocal production and includes
the following: learning a physical/vocal warm-up, dialect reduction,
articulation, class performance, and written exams.  Code B

THR 266  FUNDAMENTALS OF DIRECTING  3-0-0-3
This course is designed to cover the fundamentals of directing.
Instruction will include lectures, demonstration, and written and oral
analysis of scripts and performances.  Code C

THR 296  DIRECTED STUDIES IN THEATER  2-0-0-2
This course deals with problems in theater and art management.
Problems may be arranged in conjunction with other disciplines in
the fine arts.  Code C

UPHOLSTERY (UPH)

UPH 111  UPHOLSTERY FUNDAMENTALS AND DESIGN  3-0-0-3
This course is designed to introduce the student to a working
knowledge of upholstery techniques and hands-on experience using the fundamentals of Upholstery/Design. Emphasis is placed on safety, upholstery terminology, housekeeping, tools, equipment, minor sewing machine repair, a brief history of furniture styles, color, fabrics, woods, and an introduction to principles and elements of furniture/automotive design. Upon completion, the student should be able to cite the principles and elements of design and apply upholstery techniques in all areas specified to complete requirements of this course.

**UPH 112 UPHOLSTERY DESIGN FURNITURE LAB 0-0-9-3**
This course is designed to teach the student specific techniques and applications in furniture design foundations. Emphasis is placed on proper use, care, storage, and maintenance of tools and equipment and proper application of design techniques working with the function, beauty and individuality of a good design plan or foundation. Upon completion, students should be able to identify tools and equipment and apply foundations techniques including tying springs, applying stuffing and padding, and using a variety of materials to achieve a good design plan.

**UPH 113 UPHOLSTERY DESIGN AUTO LAB 0-0-9-3**
This course provides an introduction to automotive techniques and design with application or live work projects. Emphasis is placed on the application of design techniques including working with springs, door panels, headliners, auto seating, rear shelves, carpet, window, arm rests, and dashboards. Upon completion, students should be able to perform hands-on upholstery techniques including design to automotive upholstery.

**UPH 114 UPHOLSTERY DESIGN EXPERIMENTAL LAB 0-6-0-3**
This course is an experimental lab in Upholstery/Design. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate, with appropriate safety precautions, the basic principles of Upholstery/Design.

**UPH 121 CORRELATING DECORATIVE ELEMENTS 3-0-0-3**
This course is designed to effectively bring the elements and principles of design while allowing the student to specialize in automotive, furniture or both areas including job planning and decorative techniques. This course covers job planning, layouts,
correlation of decorative elements including simple floor plans, color, draperies, wall coverings with special emphasis on diamonds, channeling, and decorative trims. Upon completion, students should be able to plan layouts, identify and apply the principles and elements of design, and select decorative trims that blend with the door.

**UPH 122 DECORATIVE ELEMENTS FURNITURE LAB  0-0-9-3**
This course is designed to teach the student to use a layout in computing yardage and to plan decorative techniques to be used with furniture projects. Topics include layouts, planning, redesigning, use of decorative trims, yardage charts and accessories necessary to achieve a harmonious design. Upon completion, students should be able to execute plans, compute yardage, redesign furniture, and select decorative techniques and accessories to complete a design.

**UPH 123 DECORATIVE ELEMENTS AUTO LAB  0-0-9-3**
This course is designed for instruction in using a layout to compute yardage and in planning decorative techniques which include windlace, hidem welt, various trims and finishing techniques. Upon completion, the student should be able to compute yardage from a well-planned layout and apply decorative techniques to the finished automotive upholstery project.

**UPH 124 DECORATIVE ELEMENTS EXPERIMENTAL  0-6-0-3 LAB**
This course is an experimental lab in Decorative Elements. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate the basic principles of planning, measurement, and the use of appropriate decorative techniques.

**UPH 132 HISTORY OF FURNITURE STYLES  3-0-0-3**
This course is designed to teach the student to identify period furniture and some of the basics of styles using the vocabulary of furniture description. Topics include history of furniture, furniture facts, period furniture, furniture identification, and important trends, fabrics, motifs, woods, finishes, and styles. Upon completion, students should be able to identify furniture styles, periods, motifs, woods and finishes, and coordinate styles.
UPH 183 SPECIAL TOPICS  0/3-0/6-0/9-1/3
These courses are designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design 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, furniture, or related area in Upholstery/Design. Upon completion, the student should be able to work with minimum supervision and execute the necessary techniques to finish a live work project of their choice.

UPH 211 DESIGN INTERIORS FURNITURE AND AUTO  3-0-0-3
This course is designed for instruction in planning interiors that satisfy individual needs in furniture or automobiles using the elements and principles of design. Emphasis is placed on blending styles, specifying interior materials, correlating a color scheme, placing furniture in a room, placing seats in a car or resort vehicle as well as vans and boats. Upon completion, the student will be able to work with a customer on appropriate color schemes, materials, and designs which are appropriate for the life styles or needs of the family.

UPH 212 DESIGN INTERIORS FURNITURE LAB  0-0-9-3
This course is designed for instruction in applying the principles and elements of design when upholstering furniture and to create a unified design. Emphasis is placed on the use of appropriate fabrics, colors, textures, types of furniture, needs of customers, lifestyles, occupation, commercial or residential setting. Upon completion, a student should be able to identify elements of design and apply them to the principles of design in order to achieve a unified design which best suits the decor.

UPH 213 DESIGN INTERIORS AUTO LAB  0-0-9-3
This course is designed to instruct the student to apply the principles and elements of design when upholstering automobiles and to create a unified design. Emphasis is placed on the use of appropriate fabrics, colors, textures, types of automobiles, needs of customers, and purpose for which the vehicle is being upholstered. Upon completion, a student should be able to identify elements of design and apply them to the principles of design in order to achieve a unified design which best suits the automobile decor.
UPH 214 DESIGN INTERIORS EXPERIMENTAL LAB  0-6-0-3
This course is an experimental lab in Design Interiors. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate their knowledge of materials and other elements of design.

UPH 215 SHOP MANAGEMENT AND LAYOUT  3-0-0-3
This course is designed to provide the student with necessary information to operate and manage an upholstery business. Emphasis is placed on shop layouts, necessary equipment, supplies, tax information, setting up an accounting system, and managing work loads and inventory control in a simulated working atmosphere. Upon completion, a student should be able to layout, perform stock set-up, and manage an upholstery business.

UPH 221 AUTOMOTIVE UPHOLSTERY AND DESIGN  3-0-0-3
This course is designed to introduce the student to several different types of automobile interior designs. Topics covered include fabric, vinyl and leather seat inserts, sheared and loop carpet, headliners, and interior panels. Upon completion, students should be able to select suitable materials and complete an automotive upholstery project using a style of their choice.

UPH 224 AUTO UPHOLSTERY DESIGN EXPER. LAB  0-6-0-3
This course is an experimental lab in Automotive Upholstery/Design. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to apply appropriate techniques in Automotive Upholstery/Design.

WELDING (WDT)

WDT 108 SMAW FILLET/OFC  3-0-0-3
PREREQUISITE: Determined by instructor.
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. This is a CORE course.
WDT 109 SMAW FILLET/PAC/CAC 3-0-0-3
PREREQUISITE: Determined by instructor.
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. This is a CORE course.

WDT 110 INDUSTRIAL BLUEPRINT READING 3-0-0-3
PREREQUISITE: Determined by instructor.
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. This is a CORE course.

WDT 115 GTAW CARBON PIPE THEORY 3-0-0-3
PREREQUISITE: Determined by instructor.
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

WDT 116 GTAW STAINLESS PIPE THEORY 3-0-0-3
PREREQUISITE: Determined by instructor.
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 gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code. This is a CORE course.
WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING THEORY 3-0-0-3
PREREQUISITE: Determined by instructor.
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a CORE course.

WDT 120 SHIELDED METAL ARC WELDING GROOVE THEORY 3-0-0-3
PREREQUISITE: Determined by instructor.
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.

WDT 122 SMAW FILLET/OFC LAB 0-6-0-3
PREREQUISITE: Determined by instructor.
This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. This is a CORE course.

WDT 123 SMAW FILLET/PAC/CAC LAB 0-6-0-3
PREREQUISITE: Determined by instructor.
This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with
applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. This is a CORE course.

**WDT 124 GAS METAL ARC/FLUX CORED ARC WELDING LAB**

PREREQUISITE: Determined by instructor.

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases. This is a CORE course.

**WDT 125 SHEilded METAL ARC WELDING GROOVE LAB**

PREREQUISITE: Determined by instructor.

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. This is a CORE course.

**WDT 155 GTAW CARBON PIPE LAB**

PREREQUISITE: WDT 115 or as required by college.

This course is designed to provide the student with skills in welding carbon 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 carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 156 GTAW STAINLESS PIPE LAB**

PREREQUISITE: WDT 116 and/or as determined by instructor.

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 166 FCAW THEORY** 3-0-0-3
PREREQUISITE: Determined by instructor.
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP Code 48.0508.

**WDT 167 FCAW LAB** 0-6-0-3
PREREQUISITE: Determined by instructor.
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP Code 48.0508.

**WDT 217 SMAW CARBON PIPE THEORY** 3-0-0-3
PREREQUISITE: Determined by instructor.
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 code.

**WDT 218 CERTIFICATION THEORY** 3-0-0-3
PREREQUISITE: Determined by instructor.
This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements.
WDT 221 PIPEFITTING AND FABRICATION 2-2-0-3
PREREQUISITE: Determined by instructor.
This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

WDT 228 GAS TUNGSTEN ARC WELDING THEORY 3-0-0-3
PREREQUISITE: Determined by instructor.
This course provides students 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 0-6-0-3
COREQUISITE: WDT 217 or permission of instructor.
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 filler metals in various positions in accordance with the applicable code.

WDT 258 CERTIFICATION LAB 0-6-0-3
PREREQUISITE: WDT 218 and/or as required by instructor.
This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various welding code requirements.
WDT 268 GAS TUNGSTEN ARC FILLET LAB 0-6-0-3
PREREQUISITE: WDT 228 or permission of instructor.
This course provides students 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 ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
NOTES
Student Handbook
STUDENT AFFAIRS

PHILOSOPHY

You are attending a college with a rich tradition of high quality instructional programs, excellent educational services, and a caring faculty and staff. The primary goal of the Jefferson Davis Community College Student Affairs Division is to promote the development of each student's individuality and growth. The overall goal of the division is to provide a full range of student development services and activities to promote your success from your initial contact with the College through the attainment of your educational or personal goals. This can be accomplished by the many functions provided by staff members in the following units: admissions and records, athletics, counseling services, job placement, judicial services, new student orientation, residential life, student activities, student financial services (Federal Financial Aid and Veterans Benefits), advising, testing services, and the Upward Bound and Student Support Services Programs. Coordinated by the Dean of Student Affairs, these functions serve students, faculty and staff, and area residents.

ACADEMIC ADVISING

The College believes that a close student-faculty association is consistent with learning and that it is of benefit to students’ intellectual growth and maturity. Therefore, the services of faculty advisors are available to all students. Faculty advisors are familiar with the College’s programs and with the area of career interest of the student and will assist the student:

• in understanding the general education program of the College;

• in arranging a program of study and schedule of classes;

• in developing a program completion plan;

• in meeting graduation requirements; and
• in resolving difficulties encountered by the student in the educational program.

The advising system at Jefferson Davis Community College provides assistance for students in developing an academic program and in determining educational goals. Advisors interpret college requirements, assist with course selection, monitor academic progress of advisees, and make referrals to campus resources. At the beginning of the freshman year, each student is assigned an advisor by the Dean of Instruction on the basis of shared academic or co-curricular interests. Unless he or she chooses to change advisors or unless the student changes majors, students are encouraged to work with their advisor before each registration to insure correct course selection.

STATEWIDE ARTICULATION REPORTING SYSTEM (STARS)

Jefferson Davis Community College participates in the 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. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions within Alabama can be made. Students using the STARS system will receive a transfer guide and an individualized contract. The transfer guide lists all the course requirements for a specified major at the four-year college. For each required course, there are matching equivalents that can be completed at the two-year institution. The contract guarantees transferability of coursework if the guide is used properly. Students should contact their faculty advisor or a counselor for guidance in utilizing this valuable service or log on to the JDCC Web site (www.jdcc.edu) and click on STARS Web page to print a transfer guide.
AMERICANS WITH DISABILITIES ACT
STUDENT ADA POLICY

Jefferson Davis Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA.

ADA Accommodations

Early registration with the ADA Accommodations representative located in the Student Affairs Department is available by appointment and is strongly recommended for students with disabilities. Adherence to the following procedures insures the best possible service the institution can provide.

New Applicants

1. New applicants should note the dates for early registration or call the ADA Accommodations representative to obtain this information.

2. Students are responsible for providing documentation of their disabilities to the ADA Accommodations representative.

3. Students should note the dates and times of the COMPASS placement test. Students should schedule an appointment to take the placement test so that classes at the appropriate level may be assigned (for English, reading, and math).

4. If accommodations need to be made for the placement test, students should notify the ADA Accommodations representative for an interview at least one week prior to the testing date. Documentation should be brought to this meeting if it has not already been submitted. Documentation must be on file and
necessary paperwork completed before accommodations can be arranged.

5. Students should call the ADA Accommodations representative to make an appointment for early registration. Placement scores should be brought to this meeting. Forms 1, 2, and 3 may be completed during this meeting. Students may register for classes and arrange for accommodations (Form 4, if required) during this meeting.

6. At the beginning of the semester students should give a copy of Form 4 to the instructor of each class where accommodations are needed. Students and instructors will discuss the requested accommodations and sign Form 4. Instructors will then return this form to the ADA Accommodations representative. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA Accommodations representative.

Returning Students

1. Students should note the dates for early registration, schedule an appointment with the ADA Accommodations representative to register for classes and pick up accommodations letters (Form 4).

2. At the beginning of the semester students should give a copy of Form 4 to the instructor of each class where accommodations are needed. Students and instructors will discuss the requested accommodations and sign Form 4. Instructors will then return this form to the ADA Accommodations representative. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA Accommodations representative.

Although the ADA Accommodations representative will attempt to address all requests as efficiently as possible, students who do not schedule early registration appointments must allow a minimum of two weeks for accommodations letters (Form 4) to be processed.
FINANCIAL AID

Jefferson Davis Community College offers financial aid for those students who have demonstrated financial need. Financial aid forms may be obtained by contacting the Financial Aid Office. Scholarship applications may be obtained in the office of the Director of Administration and Personnel or the office of the Dean of Student Affairs. Detailed information regarding the College’s financial aid program can be found on other pages of the College Catalog.

HEALTH AND FIRST AID SERVICES

The College does not have an on-campus health facility to treat individuals who are ill or injured. Students who have sustained minor injuries should contact the Dean of Student Affairs, the Athletic Director, or any member of the Student Affairs Division. OSHA approved first-aid kits are located on both campuses and are equipped with supplies needed in minor emergencies.

In the event that a person needs emergency medical treatment, a member of the administration or campus security should be contacted by reporting it to the campus switchboard operator (dial 0 from campus phones). A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until appropriate medical personnel has arrived (EMT, ambulance, etc.). If hospitalization or emergency treatment is required, the student is responsible for the expense. If a student has special health concerns, he or she may be asked to voluntarily supply confidential health information to the Dean of Student Affairs.

DRESS CODE

Students are expected to dress appropriately for class. If special dress requirements are needed in an instructional area, the appropriate dress will be discussed by the instructor and noted in the course syllabus.
HOUSING

The College has a multi-unit, furnished housing complex (Lakeview) located near the College. The options available at Lakeview include both apartment and suite living. Accommodations are designed for single men and women with gender-separated living and bath facilities. Lakeview’s residence units are designed for comfort and the efficient use of space. Apartments especially designed to meet the needs of physically challenged tenants are also available. Students interested in on-campus living should contact the Dean of Student Affairs for an application and brochure. Students are encouraged to make inquiries concerning college housing early in the admissions process.

LOST AND FOUND

A lost and found depository is maintained in the Student Affairs office on the Brewton Campus and in the Administration Building on the Atmore Campus. Because the College is not responsible for students’ personal property, books and supplies should be locked in a car when not in use. An identifying name or mark should be on all books and other personal property.

MESSAGES AND VISITORS

Telephone messages are delivered to students ONLY in emergency situations. Below are the types of situations Jefferson Davis Community College considers emergency:

- Death, serious injury, serious illness of a family member;
- Illness of school-age children (in which the child’s school has called for a parent to pick up the child);
- Other situations as determined emergency by the Dean of Student Affairs.

In addition, students are encouraged not to have visitors on campus. All visitors should report to the Student Affairs office on the Brewton Campus or to the front office in the Administration.
Building on the Atmore Campus. College personnel will not locate students for a visitor unless there is a verifiable emergency situation.

**REGISTRATION**

The regular registration for each semester is indicated in the college calendar. Instructions will be sent to new students at the time they are accepted. If they desire, new students may meet with an advisor prior to registration to plan appropriate programs of study. Any registration that is completed after the beginning of classes is considered late. Late registration is permitted for one week after classes begin.

Preregistration is available for all currently enrolled students. Students should contact their assigned advisor to schedule an advising appointment before preregistration.

**PLACEMENT TESTING POLICY**

**COMPASS and ASSET** - See page 40-41 of the General Catalog.

**ACT** - The College is an official center for administering the American College Test. Students interested in registering for the ACT may contact the College Recruiter or obtain information from high school counselors.

**GED** - Jefferson Davis Community College is a testing center for the GED test of high school equivalency. The GED is administered twice a month. Persons desiring to take the GED must be at least 18 years old, may not be enrolled in regular or secondary school, must meet Alabama residency requirements, have a valid picture I.D., a Social Security Card, or an Alabama driver's license. Applicants 16 years of age may take the GED if they have been out of school for 12 consecutive months, have the above documentations, and two letters of approval—one from a parent and the other from the superintendent of the school from which they last attended. There is a $50 fee for the GED exam and a $10.00 fee for each section of the re-test taken. If a student enrolls in JDCC's GED Program and successfully passes the pre-test, their cost will be $25. The deadline for registration and payment is two days before the test is given. Registration and
payment may be made in the business office of either campus. Contact the Counselor for additional information and testing dates.

**VEHICLE REGISTRATION, PARKING, AND DRIVING REGULATIONS**

When registering to attend classes, students must register each vehicle they plan to operate on campus. Each vehicle must have a current Jefferson Davis Community College decal displayed in a visible location as instructed. Decals are not transferable from one vehicle to another. A decal is valid for the academic year (two semesters and summer term) in which it is assigned. The first decal will be issued free of charge. Additional decals will be subject to a fee. New decals are issued during fall semester registration. When registering vehicles, students should furnish tag numbers, makes, and models of vehicles. Students at JDCC are required to abide by the following parking and driving regulations:

1. The speed limit on campus is not to exceed 15 mph.
2. The registered driver is responsible for his/her automobile regardless of who is driving.
3. Parking on any grass or in areas identified as no parking is prohibited.
4. Students committing parking violations are subject to parking fines.

**STUDENT ACTIVITIES**

Jefferson Davis Community College offers many opportunities for a variety of extracurricular activities. Student activities are supported by student activity funds allocated from general fees.

**Athletics**

Jefferson Davis Community College participates in varsity competition in baseball, basketball, and in women’s volleyball and softball. The College is a member of the Alabama Junior and
Community College Conference (AJCCC) and the National Junior College Athletic Association (NJCAA). Jefferson Davis Community College participates against other members in the conference, other Alabama community colleges, and junior/community colleges from other states. The coaching staff at the College encourages student participation in varsity athletics.

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama College System. The State Board of Education wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the State Board of Education that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. Any student participating in athletic practice and/or competition at any of the institutions of The Alabama College System will be required to submit to such testing.

The purpose of this policy is to prevent illegal drug usage; to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse; and to maintain an athletic environment consistent with the high standards of the colleges and with the overall development and education of their student athletes.

Student athletes will be provided with educational programs, information, and activities to prevent drug abuse and to promote the personal well-being of the athlete.

All athletes must have a current physical to participate in the athletic programs at JDCC.

**Off-Campus Trips**

Off-campus trips connected with courses offered must be approved by the administration. Official request forms for such trips must be on file with the Dean of Student Affairs at least two weeks prior to the scheduled trip.

Each overnight trip should be approved by the Dean of Student Affairs two weeks prior to the event. These trips are to be made in the company of appropriate and approved chaperons. Students or guardians must sign release forms in order for students to participate in such trips. These forms are to be filed with the Dean of Student Affairs.
Campus Organizations

The College is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campuses a variety of interests as members of the academic community. They are encouraged to continue their interests in various campus clubs and organizations and to form new associations. All clubs or student organizations are open to any student of the institution who meets membership requirements. No student may be denied membership to any student organization by reason of race, religion, sex, national origin, or disability.

Any student organization will require the approval of the College’s administration. A written statement of purpose and intent should be presented to the Dean of Student Affairs prior to organization and should include the following:

1. the official name of the proposed organization;

2. the name of faculty advisors;

3. a statement of when, where, and how often meetings will be held; and

4. a statement acknowledging that the proposed organization is subject to all college regulations and policies.

Lakeview Council: The Lakeview Council is comprised of student representatives who reside in the College’s apartments and suites. The group meets monthly with the Resident Manager to discuss resident student concerns.

Nursing Students’ Association: Group that promotes citizenship, leadership, and fellowship; encourages responsibility for maintenance of high ideals for the nursing profession; and encourages future participation in professional nursing organizations.

Phi Theta Kappa Honor Society: This society is the national junior college organization, which honors academic excellence among two-year college students. The Alpha Eta Lambda Chapter at Jefferson Davis Community College accepts as eligible candidates for induction those students who have earned a minimum cumulative grade point average of 3.5 and have completed all other...
requirements for membership. Following induction, the student must maintain a minimum grade point average of 3.0.

**Psi Beta Honor Society:** This is the national honor society in psychology for community and junior colleges. Election to membership is open to students who have a cumulative GPA of 3.0 with a minimum of 15 college-level credit hours completed, who have completed at least one semester of a psychology or psychology-based course, who have a “B” average in any previously completed psychology course(s), who have been approved by the chapter, have filed a membership registration card, paid a fee, and accepted Psi Beta’s bylaws and policies.

**Phi Beta Lambda:** Phi Beta Lambda is the collegiate division of the national association, Future Business Leaders of America. PBL is a nonprofit educational association of student members preparing for careers in business or in a business-related field. Membership is open to all students interested in networking through innovative leadership and career development programs. Students who enroll in business (BUS) or business-related (CIS or OAD) courses are encouraged to join.

PBL members participate in a broad range of projects and ventures both on and off campus. They initiate business ventures, organize community service projects, attend state and national leadership conferences, participate in fundraisers, and create publications. Members gain a competitive advantage in the business world by interacting with local companies and their executives. Students have the opportunity to win accolades on the state and national levels. Through participation in these activities, students are better prepared for careers, graduate school, and for life. National, state, and local membership dues are $20 per year.

**Student Government Association:** Organization that represents students’ views to the College’s administration and coordinates the student activities programs.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) has a major role in all phases of the extracurricular program and represents the student body in matters of concern to students. This association operates under a constitution drawn up by the students. Listed below is the Student Government Association Constitution:
ARTICLE I

Section 1: NAME

The name of this organization shall be the Jefferson Davis Community College Student Government Association.

Section 2: MEMBERSHIP

All students are members of the Student Government Association. The officers consist of president, vice-president, secretary, treasurer, Atmore Council president, three representatives from each class, and the presidents of all other student organizations. Sophomore officers and representatives are elected in the spring of each year and freshman representatives are elected in the fall of each year. Elections are held as needed.

Section 3: QUALIFICATIONS

All SGA officers and representatives must be full-time students and maintain a 2.0 grade point average. Initially, freshman candidates are not required to possess a 2.0 grade point average to be elected, but must earn and maintain this grade point average during the first and subsequent semesters of enrollment. The president must have a cumulative 2.5 GPA.

Section 4: MEETINGS

The Student Government Association shall meet monthly. Officers will be excused for a maximum of two absences from regularly scheduled meetings. Student members, one faculty advisor, and two-thirds of the officers will constitute a quorum. A majority vote of the members present shall be required to pass legislation.

Section 5: PURPOSE

The purpose of the organization shall be to provide effective representation for student body opinion in all phases of college life, to stimulate student activity in college affairs, and to promote better citizenship by developing and providing responsible practice in democratic living.
ARTICLE II

Section 1: POWERS AND DUTIES

The Student Government Association President shall have the following powers and duties:

1. to preside over all meetings of the SGA;

2. to call special meetings of the SGA;

3. to exercise the power to veto (This veto may be overruled by a two-thirds vote of the SGA.);

4. to sign legislation which he or she approves. Legislation that is not signed within a period of five school days after having passed by SGA vote shall become law without signature of the president;

5. to act as an ex-officio member of all committees which he or she appoints;

6. to represent and counsel all students on matters pertaining to the student body;

7. to cooperate with and coordinate all SGA activities with the SGA advisor;

8. to cooperate with the College’s administrators in the promotion of the well-being and future growth of Jefferson Davis Community College; and

9. to serve on the College Council and other committees when possible.

The SGA vice-president shall have the following duties:

1. to preside over all SGA meetings in the absence of the president;

2. to perform the duties of the president in his or her absence;
3. to assist and cooperate with the president in any way designated by him or her; and

4. to assist, as needed, in maintaining order in all SGA meetings.

The secretary shall have the following duties:

1. to take minutes and to keep an accurate record of all meetings of the SGA and

2. to conduct all correspondence of the SGA.

The treasurer shall have the following duties:

1. to keep an accurate and complete account of all funds and financial matters pertaining to the SGA.

Section 2: REMOVAL FROM OFFICE

The SGA officers will be subject to removal from office under the following conditions:

1. if attendance at regularly scheduled meetings fall below minimum requirements or

2. if found guilty of any activity which would bring discredit to the College.

Section 3: VACANCIES

In the event that the office of president is vacated, the vice-president shall succeed to that office, and a general election shall be held to fill the office of vice-president. Vacancies in other offices shall be filled by appointment of the president, subject to approval by SGA members.

Section 4: AMENDMENTS

Any member of the student body may propose amendments to this constitution. Proposed amendments must be submitted to the Student Government Association in writing. In not more than two weeks, the SGA will review the suggestion to determine whether a
general election is necessary. A general election may be called by SGA vote or by a petition signed by a minimum of 25% of the student body. Proposed amendments must be passed by student vote, with a majority of those who voted favoring adoption of the amendment. Amendments thus passed shall become a part of the Constitution.

HONORS AND RECOGNITION

Academic Honors

President’s List: The President’s List is compiled at the end of each semester. Requirements for the President’s List are: (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work (see note below).

Dean’s List: The Dean’s List is compiled at the end of each semester. Requirements for the Dean’s List are: (1) a semester grade point average of 3.5 or above but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work (see note below).

Note: Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

Academic Honors: Upon Graduation

Graduation Honors for Degrees: Superior academic achievement by graduating students will be recognized by the following designation on degrees and transcripts:

Summa Cum Laude (graduation with highest honors)
3.90 to 4.00 grade point average

Magna Cum Laude (graduation with high honors)
3.70 to 3.89 grade point average

Cum Laude (graduation with honors)
3.50 to 3.69 grade point average
**Graduation Honors for Other Formal Awards** (Diplomas and Certificates)

**Graduation with Distinction** (3.50 to 4.00 GPA)

Superior academic achievement by graduating students will be recognized by the following designation on diplomas, certificates, and transcripts:

- Graduation with Distinction
- 3.50 to 4.0 grade point average

Note: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at JDCC.

Credit earned for college preparatory or developmental courses shall not satisfy requirements for graduation or degree or certificate completion.

**Who's Who Among Students in American Junior Colleges:**
The faculty and administration annually choose a group of sophomores who have distinguished themselves in different areas of campus life and submit their names for the honor of being included in the Who’s Who Among American Junior College Students publication.

**John M. Tyson, Jr. Most Outstanding Student Award:** The faculty and administration annually choose a student from the academic division and the technical division of the College to receive this prestigious institutional recognition. This award is named in honor of former vice-president of the Alabama State Board of Education, John M. Tyson, Jr. Selection is based on those students who best exemplify the following: (1) outstanding academic achievement, (2) exceptional leadership skills, and (3) service to the College and community.

**James Browning Allen Award:** The faculty and administration annually choose one student from the College to receive this recognition. This award is in honor of former Senator James B. Allen and is presented to one student at each Alabama two-year college. Selection is based on a student who demonstrates: (1)
service to the College and community, (2) exceptional leadership, and (3) outstanding academic achievement.

**Mayors’ Award of Excellence:** The faculty and administration annually choose one student from the College to receive this recognition. This award is presented in honor of the Mayors in the College’s service area. Selection is based on a student who demonstrates the following accomplishments: (1) service to the College and community, (2) exceptional leadership, and (3) outstanding academic achievement.

**CAMPUS FACILITIES**

**The College Store**

Because students are expected to furnish their own textbooks and general supplies, a College Store is maintained on both campuses. Most special supplies and all textbooks the student will need may be obtained in either store. Books will be bought back only on specified days during final exams at the end of each semester. Consult the store manager or the class schedule for designated days.

In addition to textbooks and other school supplies, the store carries a variety of t-shirts, shorts, sweatshirts, caps, and other items, which promote collegiate spirit. Students are encouraged to browse The College Store for special items while on campus.

**JDCC Libraries**

The goal of JDCC Libraries is to provide essential library holdings, discipline-specific library instruction, access to the Internet, an inviting atmosphere, friendly service, and an intellectually stimulating environment for the faculty, staff, and students of Jefferson Davis Community College. Leigh Library, on the Brewton Campus, holds approximately 31,000 books, 1600 videos, and receives 200 current periodicals. Students using Atmore Campus Library may obtain materials from Leigh Library via fax and inter-campus shuttle. In addition to their traditional collections, both libraries provide students with access to the Internet, Alabama Virtual Library, and various networked campus resources. Inter-library Loan (ILL) service is also available to faculty, staff, and students as a means of supplementing local holdings. Leigh Library
is open Monday through Thursday from 7:30 a.m. to 8:30 p.m. and on Friday from 7:30 a.m. to 2:00 p.m. Hours for Atmore Campus Library are posted each semester. Both libraries are closed on holidays and during semester breaks.

Student Centers

A Student Center is available on both the Atmore and Brewton Campuses. The Student Centers are provided for the convenience of students and afford a congenial meeting place between classes. They contain a lounge area with a television and a dining area for eating. Refreshment machines are also available.

College Park

The College Park, located on the Brewton Campus, is a sixty-acre recreation facility that includes a three-hole golf course and driving range; baseball and softball fields; a two-mile, paved, walking trail; and a small lake for fishing. Use of park facilities is free of charge to the public.

Computer Labs

The English Lab is located in Pate Hall and is used primarily by students enrolled in English classes during scheduled class time. At other times, any students are welcome to use the lab. Students not using the lab with a class should sign the log book when they enter the lab.

The Learning Center (TLC) is located in Room 117 of the Wallace Building. This lab is designed to facilitate the instructional delivery of developmental courses offered through the Department of Developmental Studies. The lab houses 20 computers that allow students access to computerized tutorials, as well as word processing programs. These programs assist students in achieving the optimal benefits of the developmental courses that are a blend of teacher-facilitated instruction, hands-on activities, and individualized educational plans. Tutoring services are also available through the lab.

From library computers, students may access the Internet, the library catalog, the Microsoft Office software suite, and various CD-ROM programs. In support of several curricular areas, students may also login with other network usernames and passwords for
access to software in labs around campus, e.g., chemistry, CIS 146, CIS 147, CIS 198, CIS 251, CIS 254, English, GED, library, nursing, office, and Plato.

The Office Administration Computer Labs, located in the Hines Building on the Brewton Campus, are used primarily for instruction in 95% of all classes taught in the degree and certificate programs. Classes utilizing the computers are taught in keyboarding, Microsoft Windows, accounting, Peachtree accounting, Word 2002, Excel 2002, Access 2002, business communications, records/information management, transcription, office procedures, and PowerPoint 2002. Multimedia projection devices are used for presentations in classes. The labs are available to students for classes as well as lab assignments. The Office Administration Computer Labs have state-of-the-art equipment. The Atmore Campus has two computer labs. They are used for all computer classes taught on the Atmore Campus—CIS, Developmental Education, OAD, etc.

The Student Support Services (SSS) Program is a federally funded educational opportunity program that promotes retention, graduation, and transfer among its eligible participants. Students are eligible for SSS if they are (1) enrolled in or accepted for admission to JDCC, (2) are a first-generation college student (i.e., neither parent and/or legal guardian has a bachelor's degree), (3) income eligible, or (4) have a disability. Intensive services offered include free tutoring in developmental and core courses, counseling and referral, study skills training, transfer admission assistance, and educational and cultural activities. A grant aid supplement is also available for eligible participants. There is no direct cost for services. The SSS Center is located in the Wallace Building on the Brewton Campus.

The Nursing Labs, located on both campuses, are used primarily by nursing students for completion of assignments for nursing classes. In addition, nursing students also utilize the labs to prepare for the NCLEX-RN examination. The Brewton lab contains 16 computers, while the Atmore lab has 10 computers. Students have access to nursing programs, as well as word processing and the Internet.
PROCEDURES OF EXPRESSION

Bulletin Boards and Posters

Students, in displaying announcements of interest, may use bulletin boards located in the Student Centers and in other campus locations. Those bulletin boards with specific headings (Business Office News) or glass-enclosed boards are for official use and may not be used for posting student announcements unless prior approval has been secured from the Dean of Student Affairs.

Posters may be displayed for a period not to exceed two weeks before a scheduled event and should be removed on the next class day following the advertised event. Prior approval should be secured from the Dean of Student Affairs. The College reserves the right to remove any unauthorized poster or sign. Students are requested to use masking tape when displaying posters.

Student Participation in Governance

The organization structure of the College provides for and encourages democratic student involvement in the affairs of the College. Students are asked to serve on numerous college committees and have full voting privileges.

The Student Government Association meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the SGA, to any committee, or to any member of the College's administration.

Students Channel of Communication

Each student has the right to express an opinion, make a suggestion, or submit a grievance. For the simplest and most direct action, the student should use the channels below in the order presented:

1. The Student Government Association
2. The Dean of Student Affairs
3. The President of the College
JURISDICTION OF THE COLLEGE

Jurisdiction of the College is generally considered to include student conduct, which occurs on college property or on non-college property, which has an adverse effect on the College, the members of the college community, or the fulfillment of the College's mission.

STUDENT RIGHTS AND RESPONSIBILITIES

Conduct Expectations

The College assumes that entering students are adults who have developed mature behavioral patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. All college students are expected to conduct themselves on all occasions in a becoming manner. They are expected to maintain a high standard of honor and personal conduct. College is a period of preparation both for the attainment of excellence in one's chosen academic discipline and for a position of responsibility and leadership in society.

In order to preserve an environment conducive to the academic and personal development of its members, an educational community must have a Code of Student Conduct to which its members adhere.

By becoming a member of an educational community, a student does not forfeit any rights of citizenship. Accordingly, the College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Code of Student Conduct. Violation of this code will result in disciplinary action against the student. The College reserves the right to dismiss any student whose on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All personal conduct of students is subject to college jurisdiction, regardless of where the conduct occurs.

The College will strive to protect students' individual freedoms and rights as listed below:

1. freedom of speech and expression;
2. freedom of assembly;

3. freedom of inquiry;

4. freedom from all acts of violence;

5. freedom from interference with the learning experience/educational environment;

6. freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;

7. freedom from destruction or theft of personal property;

8. right to substantive and procedural due process in all college disciplinary proceedings;

9. right to petition for redress of grievances;

10. right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and

11. right to equitable and fair governance.

The following terms used in the Code of Student Conduct should be interpreted according to the following definitions:

1. The terms "College" and "the College" refer to Jefferson Davis Community College.

2. The term "student" refers to any person officially enrolled at JDCC, whether he or she is classified as a "degree or diploma seeking" student or a "non-degree" student. All persons, whether full-time or part-time, are considered "students."

3. The term "faculty member" refers to any person employed by the College to conduct classroom activities.

4. The term "member or citizen of the college community" refers to any student, faculty member, staff member, advisory board...
member, official, or any person otherwise employed by the College.

5. The term "college officials" refers to any person serving in an administrative or professional capacity as an employee of the College.

6. The term "college property" includes all land and facilities that are in the possession of, owned, used, or controlled by the College.

7. The term "organization" refers to groups who have obtained status as a registered campus organization with the Dean of Student Affairs.

8. The term "Hearing Officer" refers to the person designated by the college President to determine whether a student has violated the Code of Student Conduct. The officer will also determine disciplinary sanctions to be imposed on a student found in violation of the Code of Student Conduct. The Dean of Student Affairs at JDCC is the designated hearing officer.

Violation of Federal, State, or Local Law

If a student is charged with an off-campus violation of federal, state, or local law and is subsequently found guilty or has plead "no contest," disciplinary action may be taken against the student for misconduct that demonstrates disregard for the College, members of the college community, or the mission of the College.

If a student is involved in misconduct which is a violation of the Code of Student Conduct, as well as a violation of federal, state, and local law, college disciplinary proceedings will proceed without consideration to pending civil litigation in court or criminal arrest and prosecution. However, such an instance may require that the College allow the student to retain a lawyer for the disciplinary proceeding. Proceedings resulting from violations of the Code of Student Conduct may be instituted prior to, simultaneously with, or following civil or criminal proceedings off campus.

The College will not request or agree to special consideration for a college student in civil or criminal proceedings off campus. The College may, however, inform off-campus law enforcement authorities of the policies of the Code of Student Conduct and how
the offense in question may be handled by the College. The College will cooperate fully with the off-campus law enforcement authorities, as well as other related agencies in the enforcement of criminal law on campus and in the conditions imposed by civil and criminal courts on student violations.

**Code of Student Conduct--Rules and Regulations**

1. **Academic Honesty Policy**

   Students and instructors share responsibility in promoting and maintaining an environment that supports academic integrity. Not maintaining academic honesty minimizes the learning process and threatens the learning environment for all students. Students should avoid academic misconduct, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

   a. **Plagiarism** – Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another without providing proper documentation to the author through quotation, reference, and citation. Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, or data without proper documentation. Both are a form of conduct in which the instructor can impose appropriate academic sanctions. Students who doubt as to whether they are providing proper documentation have the responsibility to consult with the instructor and obtain guidance.

   b. **Cheating** – A form of dishonesty where a student attempts to give the appearance of a level of knowledge that has not been obtained in order to influence performance on examinations and assignments.

   c. **Procedures for Handling Incidents Affecting Academic Honesty** – Instructors are responsible for establishing and communicating to students their expectations of behavior and the importance of academic honesty. The instructor will be responsible for investigating incidents affecting academic honesty or misconduct, determining the circumstances, and
taking appropriate actions, including but not limited to the following:

- Reprimanding the student orally and in writing with a clear warning about subsequent incidents.
- Requiring that an assignment be redone or a test be retaken.
- Imposing a grade of “F” or “0” for the respective assignment or test.
- Recommending to the Dean of Instruction an “F” for the respective course.
- Recommending to the Dean of Instruction removal of the student from the course.
- Recommending to the Dean of Instruction probation or dismissal from the college.

If a student is not satisfied with the actions taken by the Instructor or Dean, he/she may have the actions reviewed through the college’s process of appeals as published in the College Catalog.

2. Misconduct

A student is subject to disciplinary action by the College, up to and including dismissal from the College, for misconduct occurring on any property owned or controlled by the College, or off campus at any function that is authorized, sponsored, or conducted by the College. Alleged violations of college regulations must be filed in writing with the Dean of Student Affairs in order to initiate disciplinary review. Any student, faculty, or staff member may register a complaint with the Dean. Misconduct shall include the commission of or the attempt to commit any of the following offenses:

- Forgery, alteration, or misuse of college documents, records, or identification.
• Intoxication or the display or possession of alcoholic beverages and the use or display of such in Lakeview and all other areas of the campus.

• Participation in any form of gambling.

• Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties.

• Lewd, indecent, obscene behavior or expression (This offense also includes the usage of verbal or symbolic expressions that would tend to be interpreted as insulting to one’s race, gender, religion, national origin, or disability.).

• Unauthorized entry to or use of college facilities.

• Unauthorized possession of a key to any college facility.

• Unauthorized interference with the use of or access to college facilities.

• Failure to promptly comply with directions of college officials or law enforcement officers acting in the performance of their duties as such officials and officers.

• Violation of any college policies or regulations as published or referred to in the Student Handbook including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of college facilities; occupations and visitation of Lakeview; and the use of motor vehicles on campus.

• Violation of any federal, state, or local laws.

• Intentional misuse of any college fire alarm.

• Issuance of worthless checks made payable to the College or to its bookstores.
The following offenses shall be subject to disciplinary suspension or expulsion from the College and/or Lakeview:

1. Actual or threatened physical abuse of any person, including hazing, or any other act which endangers the health or safety of any such person.

2. Theft or intentional damage to property of the College or to the property of any member or visitor of the college community.

3. Use, possession, sale, or distribution of narcotic or dangerous drugs as defined by the statutes of the State of Alabama, except as expressly prescribed by a physician.

4. Possession, use, or distribution, while on college-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities. Only duly constituted law enforcement officers may possess firearms on campus.

5. Failure to promptly comply with directions of college officers or law enforcement officers acting in the performance of their duties as such officials and officers.

6. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures, other college activities, or other activities on college premises by either college or non-college persons or groups.

7. 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.

8. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named to review disciplinary hearings including witnesses, faculty or staff members, and students before, during, or after a hearing.

9. Possession or consumption of alcoholic beverages on campus or during off campus sponsored activities.
Sanctions

A student found in violation of the Code of Student Conduct will be subject to one or more of the following sanctions:

**Reprimand:** This may be an oral or written warning issued to the student informing the student that he/she is currently in violation of, or has been in violation of, the Code of Student Conduct and that continued violation will result in further sanctions against the student.

**Probation:** This is designed to encourage and require a student to cease from violating college regulations. Written notification of a designated period of time in which more severe disciplinary sanctions will be imposed if the student is found in violation of any section of the Code of Student Conduct. Probation may also include a loss of specified college privileges for the probationary period.

**Restitution:** A requirement to make restitution, monetary, service, or otherwise to the College, organization(s), and/or person(s) for damage by the student's violation of the Code of Student Conduct.

**Discretionary Sanctions:** At the discretion of the Student Affairs Committee, research projects, work projects, or service to the College may be assigned as a result of any violation.

**Suspension:** A separation of the student from the College for a specified period of time. During this time, the student shall not participate in any college-sponsored events. The student may also be barred from college property.

- **Class Suspension:** A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester and the student will be assigned a letter grade of "F."

- **Library Suspension:** A student may be suspended from using the library for improper behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

- **Housing Suspension:** A student may be suspended from living at Lakeview after infractions of housing regulations.
Expulsion: This is the strongest restriction and results in a permanent separation of the student from the College. The student will be barred from all college property. Expulsion from specific college properties may be imposed, without expulsion from academic pursuits (i.e., housing, college recreational facilities, or events).

Voluntary Withdrawal: A student may be given the option to voluntarily withdraw from the College. The Student Affairs Judiciary or the Athletic Oversight Committee may specify a period of time before the student may re-enroll in the College. To qualify for readmission, the student must appear before the Admissions/Academic Standards Committee and meet all reasonable requirements and the academic standards for readmission. Students will not be eligible for any refund from the College. (In the instance a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline, as may be imposed by the Dean of Student Affairs, at the time of reentry to the College.)

Temporary Suspension: Temporary suspension may be imposed under the following circumstances:

- to ensure the health and safety of members of the college community;
- to ensure the continuance of normal college operations; or
- to ensure the student’s own physical or emotional health and safety.

During the period of temporary suspension, the student shall be denied access to college property, as the Dean of Student Affairs deems appropriate.

Due Process for Student Disciplinary Cases

Students are guaranteed procedural due process in all cases involving formal discipline charges. The Dean of Student Affairs as student advocate will attempt to deal informally with discipline problems prior to the filing of formal charges. The Dean of Student Affairs will encourage the student to negotiate a satisfactory resolution with those persons most directly involved in the incident. For example, a student involved in a situation of a disciplinary
nature with a coach should attempt informal resolution with the coach and the athletic director.

A student involved in a situation with a faculty member should attempt informal resolution with the faculty member, then the division chair, and if needed, the Dean of Instruction. Emphasis, either informally or with a formal charge, will be placed upon achieving a satisfying resolution rather than on seeking to emphasize guilt and punishment. If no resolution to academic issues can be found with these three parties, then the student should meet with the Dean of Student Affairs to begin the formal process.

The following formal procedures will be followed:

1. Written notice shall be provided to the student as soon as possible after the meeting with the Dean, preferably within two business days (excluding weekends and holidays). The notice shall include the date and time of the appeal hearing, which shall take place no more than five business days after the appeal request or the interim suspension of a student when warranted. Such suspension may be warranted when there is any indication of imminent danger of harm to the health, safety, and welfare of the accused, students, faculty, other persons, college property, or any indication of mental or physical harassment of students (hazing by an organization or student). This interim suspension, not to exceed ten business days, may continue until such time as a disciplinary hearing is held to consider the matter.

2. The Dean of Student Affairs, representing the President of the College, has the responsibility for officially convening the appropriate hearing committee. The Athletic Oversight Committee serves as the hearing committee for athletic appeals from student athletes. The Student Affairs Judiciary Committee serves as the hearing committee for all other student disciplinary matters, including violation of college regulation and/or violations of national or state laws. The Dean will convene the appropriate committee only after the following procedures have been implemented:

   • Charges of a disciplinary nature may be preferred against a student by a fellow student or by a college staff member.
The one preferring the charge should do so in writing to the Dean of Student Affairs.

• The Dean of Student Affairs will notify the student of the charge(s) against him/her (may be done verbally). The Dean may suspend the student pending a hearing if the charges so warrant.

• The Dean may then call the committee into session.

• If the student charged desires, he/she may request a committee hearing after meeting initially with the Dean.

3. The Dean of Student Affairs will make all reasonable attempts to notify the student, in writing, of the charges against him/her and provide the date, time, and location of the committee hearing.

4. If, after a reasonable attempt to notify the student of the charges and the place and time of the hearing, the Dean is unable to notify the student, the student may be suspended until a hearing is held and a decision is reached.

5. The Dean will review the decision of the committee. The decision of the committee becomes official when put into writing by the chair and forwarded to the President.

6. The student does not forfeit any of his/her constitutional rights upon his/her entrance into the student body of Jefferson Davis Community College.

7. The following procedures will also apply to Judiciary Hearings:

• All hearings will be closed to the public and the press. Admission of any person to the hearing is subject to the discretion of the Dean of Student Affairs or the committee chair.

• Separate hearings for students accused in the same case may be allowed at the discretion of the Dean.

• The complainant and the accused have the right to be advised by any person of their choice at their own expense.
The advisor may be an attorney; however, he or she may act in an advisory capacity only. The advisor may not speak or actively participate in the hearing. The complainant and/or the accused is responsible for presenting his or her own case.

- Witnesses may be presented by the complainant, the accused, and the Dean. Witnesses will be present only when giving testimony.

- Evidence, including records, written statements, and exhibits, may be presented by the complainant and the accused at the discretion of the committee members.

- Evidence not admissible in a formal court of law may be admissible in a Student Conduct Hearing at the discretion of the committee members.

- All hearings will be recorded on tape. This recording shall remain the property of the College and may be used in any appeals.

- The student shall be given an explanation of the decision of the committee. This explanation shall be verbal and written and shall include the implications of the decision on the student.

- No student may be found guilty of violating the Code of Student Conduct for failing to appear before theDean of Student Affairs. In all cases, the evidence in support of the charges shall be presented to and reviewed by the Dean. However, by failing to appear before the Dean, the student may forfeit the right to be present at the committee hearing. The Dean is responsible for providing notice of the hearing to the student. If all reasonable efforts have been made to notify the student and he or she does not appear, the concept of constructive notice will be applied, and the student will forfeit his or her right to be present at the hearing.

- Refusal, by the student, to answer questions shall not be construed as an admission of guilt.
• The decision reached by the committee will be by a majority vote. The Dean of Student Affairs is a non-voting member of the Student Affairs Judiciary Committee and the Athletic Oversight Committee.

Hearing Procedure

Order of Hearing

1. Opening remarks by Committee Chair.

2. Review of charges and action taken in the case by the Dean.

3. Opening statement by the student requesting the hearing.

4. Testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the committee have the right to question witnesses. Following the testimony of all college witnesses, the student may call his/her witnesses.

5. Closing statement by the student.

6. Closing statement by the Dean.

7. The committee will make a determination on the total time allotted for the hearing and may limit the time for all aspects of the hearing.

8. Deliberation—The committee will conduct its deliberations in closed and confidential session and will direct action to be taken by the Dean.

9. The student or organization and the Dean will be informed of the decision of the committee when a decision is reached. This may be done verbally. The chair of the committee will, in writing, notify the Dean, the President, and the student or organization officially of the decision within 48 hours from the hearing date (excluding weekends and holidays).
Process for Appeal

The determination and sanction imposed by the Student Affairs Judiciary Committee or the Athletic Oversight Committee is subject to review on appeal by the President of the College. The President has discretionary authority to increase, decrease, or affirm the sanction(s) imposed by the committee; to exonerate the accused student or organization; and/or to order a rehearing of the case in question. Final local responsibility for discipline is vested with the President of the College.

A student or organization has seven days from the day of the hearing and determination by the committee to request a review of the proceedings and/or the sanction. Such appeal requests must be submitted in writing to the Dean of Student Affairs. A failure to request an appeal as stated herein shall be a waiver of a review by the President of the College and all rights in relation thereto; furthermore, a failure to request an appeal as stated herein shall be an admission of the charges and a consent to the sanctions imposed by the committee.

A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedures, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.

The Dean of Student Affairs may appeal the decision of the committee to the President of the College if the sanctions delivered are not appropriate or if the committee failed to act.

The student or organization shall be provided with a written statement of the decision of the President within seven days from the date of filing the request for appeal.

Student Grievance Procedures

Grievance against Any Other Student or Member of the Faculty, Staff, or Administration

Any student who has a grievance against any other student or member of the Jefferson Davis Community College faculty, staff, or administration concerning any form of discrimination of Title IX of the Educational Amendments of 1972 or violation of the rights of the handicapped (Section 504 of the Rehabilitation Act of 1973) should first attempt to resolve the matter with the individual involved. If for
some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance and/or the Dean of Student Affairs in order to seek informal resolution to the problem. Academic grievance issues should be discussed with the instructor first, then the division chair. If resolution of the grievance is not possible, contact the Dean of Instruction.

Grade Appeal

If any student suspects an error with his or her grade, he or she should schedule a consultation with the instructor for that course. It is the philosophy of Jefferson Davis Community College that grade appeals be handled as informally as possible. Only after full and comprehensive attempts by faculty and students to resolve grade appeals and those attempts have failed should the formal appeal process be followed.

Formal Grade Appeal Process

If informal efforts of the student and faculty member to resolve a grade appeal have not produced a satisfactory resolution, a formal appeal is in order. A formal appeal should be initiated by the student prior to the last day of classes of the semester following the semester in which the grade was issued. Appeals after this deadline will not be considered. The following procedures will be followed for appealing a grade:

1. The student should first contact the instructor and request verification of the grade and how it was determined.

2. If the student does not receive satisfaction from the instructor, the Division Chair should confer with the student and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a “memorandum of record” should be prepared by the Division Chair and submitted to the Dean of Instruction.

3. If closure is not reached, the student may file a formal grade appeal with the Dean of Instruction. This must be done in writing and dated prior to the one semester time limit. The appeal must state the name of the course, the reasons for the request, the
dates involved, the name of the instructor who assigned the grade, the grade requested, and details of the previous attempts at resolving the situation.

4. Upon receipt of the formal appeal, the Dean of Instruction will assign an ad hoc Grade Appeals Committee for deliberation. The Committee will consist of two full-time faculty members from outside the division in which the course is offered, the president of the SGA or designee, and a college counselor. The committee will review the appeal letter, transcript, instructor’s records, tests, papers, reports, projects, and any other relevant documentation. A poll of the committee will be conducted to ascertain consensus. If consensus is achieved, the Dean of Instruction will notify the student as to the committee’s decision to either support the grade as awarded or to change the grade. The decision will be final.

5. If no consensus is achieved, a formal hearing will be scheduled where the student and faculty member are requested to present their side of the matter in person. After deliberation, the committee will make a recommendation to the Dean of Instruction to either support the grade as awarded or to change the grade. The Dean will then take appropriate action. The student will be notified.

Other Concerns or Complaints

Students and prospective students should be aware that, should they have concerns or complaints related to the management or conduct of the Title IV financial assistance programs or to misleading or inappropriate advertising and promotions of the College’s educational programs, students should follow the regular student grievance procedure. To the extent possible, students must seek a resolution of such matters through the grievance procedure before involving others. Should the College not be able to resolve the problem, the student should contact the Department of Postsecondary Education, Chancellor’s Office, 401 Adams Avenue, Montgomery, Alabama.
POLICIES

Food/Drink in the Classroom Policy

Students should not eat or drink in any instructional areas. Under no circumstances should they take food or drink into a classroom or laboratory without permission from the instructor responsible for that area. If students have a medical reason for needing to eat or drink during a class or lab, they should inform the instructor. Wherever students consume food or drink on campus, they should properly dispose of all wastes in the receptacles provided. Leftover liquids should be emptied before cans or cups are placed in waste receptacles.

Student Publication and Media Policy

The purpose of any student publication or involvement in media experiences (Web page development or operation) is to provide a laboratory experience to students interested in publishing their written works, producing a publication, or contributing to the College’s established Web page. The following policies cover all student publications or student involvement in other college media.

1. In all phases, any student publication, print or electronic, shall be produced so as to reflect high standards within a suitable code of conduct.

2. Recognized principles of journalistic and electronic ethics will be followed, including these practices:

   • Student publications should be edited in a spirit of tolerance, restraint, and goodwill.

   • Standards of good taste should be followed. Vulgar or defaming expressions to include expressions promoting hatred of any person or groups will not be published or tolerated.

   • The editors and advisors shall be conscientious to avoid libelous statements.
• Students wishing to have their work published must sign an appropriate release form giving the College permission to publish their work.

Computer Resources Acceptable Use Policy

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Jefferson Davis Community College (JDCC) computing resources. Computing resources are defined as all JDCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals, supplies, and network resources (i.e. Internet Access, or any other service based on computer technology provided by JDCC). These guidelines supplement existing institutional policies as well as all applicable state and federal laws and regulations.

In those cases when information is transmitted across regional networks or Internet, JDCC users are advised that acceptable use policies of those networks apply and may limit access.

The College endorses the Educom Code, which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

The EDUCOM Code, a statement of principle about intellectual property and the legal and ethical use of software, was developed by the EDUCOM Software Initiative and intended for adaptation and use by individuals, colleges, and universities. EDUCOM Review, EDUCOM, Washington, DC, Vol. 26, Number 1, Spring 1991, page 13.
User Responsibilities

The computing resources at JDCC are intended to support research, educational, and administrative endeavors of students, faculty, and staff. However, usage for personal activities such as reading of personal e-mail and Internet searches is acceptable as long as it does not prevent someone from using the resource for an institutional purpose and does not violate any of the guidelines listed below. Access to and use of JDCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, suspension, or dismissal from JDCC and/or criminal prosecution if laws have been broken.

Employees who access the College's administrative computer records should assume the information contained in those records is confidential; to be accessed and used only as needed to perform their job duties. The privacy policies for student records are outlined in "The Family Educational Rights and Privacy Act of 1974."

Electronic mail is intended to be a convenient way for the faculty, staff, and students to communicate with one another and colleagues at other locations. It is not the practice of JDCC to monitor the contents of electronic mail messages. However, the information in electronic mail files should not be assumed to be confidential and may be subject to disclosure under certain circumstances; for example, requests filed under the Alabama Open Records Act or during audit or legal investigations.

The following activities are prohibited on all JDCC computing resources:

1. Altering system software and/or hardware configurations, including but not limited to the JDCC Web sites, without authorization of the JDCC MIS department.

2. Originating, distributing, or proliferating, via the Internet or any other means, material that is offensive for the sake of offensiveness, or that threatens, abuses, libels, slanders, or harasses others.

3. Accessing material in such a manner as to harass, abuse, slander, libel, threaten, or infringe upon the rights of others.
4. Use of computer communications in ways that unnecessarily impedes the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, sending or soliciting chain letters, and/or sending unsolicited bulk mail messages).

5. Installing, copying, distributing, or using software that has not been authorized by the JDCC MIS Department.

6. Unauthorized use, duplication, or transmission of copyrighted material (including software).

7. Using computing resources for illegal activities.

8. Accessing or attempting to access another user’s files, e-mail, or other computing resources without their permission. E-mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading, or altering another’s e-mail without permission.

9. Allowing unsupervised access to equipment or accounts by persons other than those to whom such equipment and accounts are assigned.

10. Using computer resources for commercial or profit-making purposes without written authorization from the president of JDCC.

11. Any use that results in direct cost to JDCC without written authorization from the president of JDCC.

12. Creation and/or distribution/use of viruses or other destructive/disruptive programs.

13. Any use that might be construed as sabotage and/or vandalism.

14. Reselling of the Internet connectivity and/or services.
The above list is not to be considered all-inclusive. Violations of the above will render a student subject to disciplinary action under the procedures that provide for adequate notice and a fair hearing.

Agents, Vendors, and Solicitors

An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

Fundraising

Fundraising at Jefferson Davis Community College is considered to be any organized activity or instance of soliciting donations, whether they are in the form of equipment, materials, supplies, services, in-kind contributions, cash, or pledges. When approving fundraising activities, consideration will be given to supporting projects that are consistent with the mission of the College and limiting the potential diversion of funds to projects. All fundraising activities must enhance the image and visibility of the College. When a group fundraises under the College umbrella, an individual receiving the solicitation from that group does not differentiate between that request and other JDCC solicitations. Fundraisers must be concerned with the content, appearance, timeliness, and accuracy of information given to donors. Therefore, all correspondence, posters, signage, etc. must be approved prior to the activity or event. All fundraising activities must have the prior approval of the President or designee.

Policies Governing Social Events

It is expected that all social activities support standards of good taste and compliance with college regulations. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests.
For college-sponsored events, students must present a current college ID for admission. On special occasions where students may bring guests to events such as dances, charges may be imposed. JDCC students will be held responsible for the conduct of their guests. Persons seeking admission to college-sponsored activities who are not with a JDCC student should be politely refused admittance. This does not apply to events such as athletic events, plays, or other open admission events sponsored by the College for the community.

Social events, meetings, or other activities should be scheduled at a reasonable time so that class attendance will not be hindered.

The College does not, under any conditions, approve of the use of alcoholic beverages. Public display or the use of alcoholic beverages or other drugs on campus is prohibited.

The type of event will determine chaperones. Generally, at least one faculty member should be present. For events held on campus, a security guard will be easily accessible. The responsibility of the social event will rest entirely with the organization and its advisor (sponsor).

The practice of Hazing in any form is prohibited at Jefferson Davis Community College. Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, excessive fatigue, deprivation of normal sleep, engaging in public stunts, morally degrading or humiliating activities, and other activities that are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the College. No club or organization shall allow any of its members or other persons to participate in any hazing ceremony, activity, or practice. It is also against the law in Alabama to participate or to allow participation in any form of hazing.

Quiet Week will extend though the five class days immediately preceding final examinations. During this period, instructors are requested not to require activities that will take students from other classes. The purpose of “quiet week” is to allow students and faculty members to give full attention to preparation for final examinations. Students and student organizations should not schedule social activities during quiet week or during the week of final exams.
Any and all students and/or persons participating in an unauthorized group meeting on the campus that creates a disturbance or causes destruction of college or personal property or brings discredit to the College shall be subject to disciplinary action and possible civil action. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity as spectators. Any student that can be identified personally by college officials and/or through photographs taken at the scene of the disturbance will also be defined as a participant.

Campus Security Policy

The information contained in this disclosure document is provided by Jefferson Davis Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-52). Inquiries regarding the information contained herein should be directed to the Dean of Business Affairs, Brewton Campus, P.O. Box 958, Brewton, Alabama 36427.

Jefferson Davis Community College is dedicated to providing its students, faculty, and staff a crime-free and safe environment in which to work and learn. To accomplish this, the College has taken steps to provide help and assistance when needed. A night administrator is on duty each evening Monday through Thursday from 1:00 p.m. until 10:00 p.m. on both the Atmore and Brewton Campuses. The College contracts with a security service to provide security officers for the Brewton Campus and the Atmore Campus as required. The security service is not a full-time service and is intended to provide a security presence on both campuses to supplement local law enforcement agencies.

Reporting Criminal Actions or Other Emergencies

It is the policy of Jefferson Davis Community College that any criminal act; or threat of violence; injury; destruction of college or personal property; traffic accident; or other situations which occur on the Atmore or Brewton Campus, of any branch campus, or any other sites operated by Jefferson Davis Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to the following designated persons:
Atmore Campus (Day): 911 (if emergency), then call Switchboard Operator (dial 0)

Atmore Campus (Night): 911 (if emergency), then call Night Administrator 368-7656

Brewton Campus (Day): 911 (if emergency), then call Switchboard Operator (dial 0)

Brewton Campus (Night): 911 (if emergency), then call Night Administrator 809-1584

If you witness any emergency, call the switchboard operator as soon as possible. Provide your name, where the incident occurred, a description of the parties involved, and the tag number if a vehicle was involved.

If you are assaulted or witness an assault, call 911 as soon as possible, then call the campus switchboard operator during days or early evenings (0 from any phone on campus). If you are a resident of Lakeview, notify the Resident Manager as soon as possible. Evenings, call 911 then switchboard operator. If no answer at the switchboard, call the night administrator. Try to remember as much about the assailant as possible. Important characteristics should include: sex, race, hair color and length, body size, description of clothing, scars, mode of travel, type and color of vehicle and license number. You should resist personal involvement in the situation, leave the area, and try to prevent others from approaching the area. College officials will notify police agencies.

If you receive a bomb threat, remain as calm as possible. Try to obtain the following information from the caller or person making the threat:

1. Type and location of bomb
2. Time set for the explosion

Give special attention to any distinguishing characteristics of the caller's voice. Make a note of any background noise you hear. Call switchboard immediately. The College President and Emergency Coordinator will determine if evacuation of buildings is required and will take other appropriate action. If buildings are evacuated, do not
open any drawers or cabinets and do not turn lights or other electrical machinery on or off before leaving building.

If you see anyone on campus with a firearm, call the switchboard operator immediately. Firearms are prohibited on campus or on any other facility operated by the College. Note: (See p. 21 General Policies.)

In case of illness or injury (including automobile accidents), contact or, if necessary, have someone else call the switchboard operator during the day or the night administrator during evenings. If medical help is deemed necessary, appropriate steps will be taken to get the victim prompt assistance. If the condition of the victim is serious/critical, call 911 immediately to request assistance, then call the switchboard.

If you find a suspicious package or envelope (Ex.: if it has powdery substance, oily stains, discolorations, or odor; excessive masking tape, string, etc.; protruding wires or aluminum foil; ticking sound; excessive postage; poorly written address and no return address; lopsided or uneven envelope or package), do not touch, shake, remove the cover, or empty the contents. Contact the campus switchboard operator (dial 0 from any phone) who will notify appropriate authorities. Alert others, leave the area, close any doors, and take actions to prevent others from entering the area. Create a list of persons who were in the area when the suspicious letter or package was recognized. If contents of package have spilled, do not sniff, touch, taste, or look closely at it.

If you are a witness to any situation that fits into any of the above described categories, you should make yourself available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for a Jefferson Davis Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described under the above subheading "Reporting Criminal Actions or Other Emergencies."

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described under the above subhead "Reporting Criminal Actions or other Emergencies," to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of JDCC. Furthermore, it shall be the duty of said
official(s) to notify the appropriate law enforcement agency in the event of any act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency, which is due to be notified of the respective incident.

During tornado warnings, move to the first floor of building into hallways. Stay clear of windows and exterior doors. Leave vehicles and seek shelter in a building. Do not use Neal or Patterson Auditoriums for shelter.

If you are trapped in debris, stay in your area so that you don't kick up dust, cover your mouth with a handkerchief or clothing, and tap on a pipe or wall so that rescuers can hear where you are. Shout only as a last resort—shouting can cause a person to inhale dangerous amounts of dust.

In case of inclement weather, college officials will take appropriate action when severe weather conditions exist. Students and employees will be notified if classes are canceled during the regular class hours. If there is a question regarding the closing of the College when severe weather is threatening during hours when class is not in session, contact your local radio station. College personnel will notify area radio stations of all college closings.

In case of a major gas leak, do not switch on or off any electrical equipment before leaving building.

If buildings are evacuated, leave by nearest marked exit and alert others to do the same. Assist any disabled persons in exiting buildings. Once outside, proceed to a clear area as designated by college officials from the affected building. Do not return to an evacuated building unless told to do so by a college official. Do not leave area until a headcount has been taken.

In case of fire within any building on any campus of Jefferson Davis Community College, proceed according to the following plan:

1. **WARN OTHERS**—The person discovering the fire should sound the alarm immediately by pulling the alarm located in the buildings near exit areas.

2. **CALL THE CAMPUS SWITCHBOARD** (dial 0)—Relate the problem and the location. The operator will call the fire department and arrange for someone to meet the fire department
personnel. The operator will immediately notify the college administrator on duty or any official of the College.

3. **EVACUATE THE BUILDING**—All persons should evacuate the building when the alarm sounds or when instructed to do so.

4. **STAY CLEAR**—Instructors and other college personnel should make certain that occupants are evacuated at least 500 feet from the structure to enable fire department personnel to perform needed tasks.

5. **COUNT HEADS**—Instructors/department heads should make certain that all students/employees are out of the building and will immediately notify fire department personnel if someone is missing.

6. **KEEP ACCESS ROADS OPEN**—College personnel should ensure that roads are kept open for emergency vehicles.

7. **USE FIRE EXTINGUISHER IF APPROPRIATE**—College personnel trained in the use of fire extinguishers may handle a small fire.

8. **STAY IN A SAFE AREA**—No one should return to the building until they are told to do so by fire department personnel or a college official.

**Fire Prevention**

1. Use and store flammables properly

2. Keep combustible materials away from heat

3. Report faulty electrical equipment and cords

4. Learn the location and use of fire extinguishers
AREA DISASTER RESOURCES

Brewton

Police Department.......................................................... 251-867-3212
Fire Department .......................................................... 251-867-3212
Escambia County Sheriff ............................................. 251-867-0304
State Law Enforcement Agencies ........................................ 911
Ambulance Services.......................................................... 911
Escambia County Health Department .......................... 251-867-5765
D.W. McMillan Hospital ............................................... 251-867-8061
American Red Cross .................................................. 251-867-3426
State & County Highway Departments ......................... 251-867-0236
Emergency Management/Civil Defense .......................... 251-867-0232

Atmore

Police Department.......................................................... 251-368-9141
Fire Department .......................................................... 251-368-9156
Escambia County Sheriff ............................................. 251-368-4779
Poarch Tribal Police .................................................... 251-368-4442
State Law Enforcement Agencies ........................................ 911
Ambulance Services.......................................................... 911
Escambia County Health Department .......................... 251-368-9188
Atmore Community Hospital ........................................ 251-368-2500
American Red Cross .................................................. 251-368-3643
State and County Highway Departments ......................... 251-867-0236
Emergency Management/Civil Defense .......................... 251-867-0232

STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act requires
that each student be provided a breakdown of campus crime
statistics. Disclosures required by this law are made available to
students, faculty, staff, and the general public. A fact sheet
containing all information required for compliance with the Campus
Security Act is inserted in new student orientation packets and in
faculty/staff in-service folders. Additionally, it can be found as a link
CAMPUS PREVENTION PROGRAM

Sexual Assault and Non-Sexual Offenses

Jefferson Davis Community College is committed to providing a safe, secure environment for students, visitors, and employees. The College provides extensive educational materials to staff and students promoting safety awareness and crime prevention. The College’s educational programs:

1. promote and support institutional activity programming that encourages safety awareness as it relates to sexual assaults and non-sexual offenses;

2. expand collaborative relationships between community groups, agencies, and the institution for education, treatment, and referral of those who have experienced sexual assaults or non-sexual offenses;

3. provide training for students, faculty, and staff to enable them to detect specific problems as a result of sexual assaults and to refer persons with such problems to appropriate referral sources;

4. provide counseling services for students needing assistance;

5. include printed materials and guest lecturers promoting safety and crime awareness during faculty/staff in-service meetings;

6. promote use of the “buddy system” for students in college housing;

7. continue to strengthen relationships with law enforcement officials to insure quick response to calls involving sexual assault or other campus crimes.

Preventing Sexual Assault/Acquaintance Rape

For women: Rape is an act of violence. Rape should not happen, but it can, even with people you know and trust. Most rapes and sexual assaults are committed by acquaintances. For this reason, it is important for you to be assertive, direct, and clear
in your communications. Be aware of your non-verbal and verbal communication. Remember you increase your risk of acquaintance rape when you get in a car with a man you have just met (perhaps at a party), no matter how nice he seems, or when you are socializing with a group that is using alcohol or drugs.

If you have been sexually assaulted on campus, report the crime to the Campus Security Officer or to any college official. Students living in Lakeview should contact the Resident Manager if the assault occurs at Lakeview. Reporting does not mean you must take legal action. This is a choice you can make later. By reporting the crime, though, you may help to stop a rapist. Chances are that he has raped before and will rape again, until apprehended.

If you have been raped, preserve physical evidence that could be useful later on. Do not change clothes, bathe, or use the bathroom. Do seek medical care immediately, whether or not you report the crime. In addition to taking care of obvious injuries, you need medical care to protect you from venereal diseases. A physician can also counsel you about the possibility of pregnancy.

For men: The law warns that knowing someone—even intimately—will not clear you if you force sex. So you should use clear communication to reach an understanding with a friend or date. Do not assume an earlier understanding still holds; do not assume you can communicate clearly while abusing alcohol or other drugs.

For both men and women: In social situations, both women and men must use good judgment because the stakes are high for both. The best precaution is to stay in control and remember that a wrong decision in the area of sexual activity may remain with you for a lifetime.

Recommended Precautions for Individual Protection

Jefferson Davis Community College is dedicated to ensuring the safety and security of its students, employees, and campus visitors. While the College takes measures to maintain a safe and secure environment, there are things employees and students can do to increase their safety while on campus. Listed below are some recommended precautions that can be taken to protect individuals from potential danger. We urge all students, employees, and campus visitors to make the following practices a part of their daily routine:
1. When alone on campus at night, do not walk around campus.

2. When walking from building to building at night, stay in well-lighted areas. Avoid isolated buildings and areas.

3. Always lock your vehicle. Before entering your vehicle, look on the floor and in the back seat.

4. Become familiar with the security personnel. If you are concerned about walking to your car alone, ask the security officer to escort you.

5. Have car keys in hand before you reach the car. Searching for keys in a purse or pockets when at the car can be dangerous.

6. Become familiar with exits in all buildings.

7. Embrace the philosophy of “shared responsibility” for campus safety. Watch out for your fellow student/employee and offer assistance when needed.

While many colleges and universities have experienced an increase in the number of crimes occurring on campus, Jefferson Davis Community College has not had to face the problem of campus violence. However, should a threat or act of violence occur, please follow the previously outlined procedures.

Security of and Access to Campus Facilities

All buildings are opened by 7:30 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to insure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to insure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. Campus security officers report when lights are out to the college maintenance department for light replace-
ment. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

Campus Law Enforcement Policies and Practices

Jefferson Davis Community College, in its efforts to provide the best campus security possible with the resources available, has contracted the Atmore and Brewton Campus to a professional security guard service. The security officers do not have arrest authority but work closely with area law enforcement authorities to provide quick response times in an emergency. The Atmore campus security officers will contact the Escambia County Sheriff's Department at 251-368-4779, and the Brewton Campus security officers will contact the Brewton Police Department at 251-867-3212 when additional assistance is needed.

Methods for Distribution of Printed Security Information and Crime Statistics

All current students and employees will be given copies of the Jefferson Davis Community College Catalog during the semester orientation programs. Students and staff will be encouraged to “share responsibility” in crime prevention and will be asked to promptly report any crimes to college officials. New employees will receive a copy of the catalog as part of the employment package. Crime statistics are given out at new student orientation and are on the College’s Web site under Student Affairs Right-to-Know.

Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations or Functions

It is the policy of the College to provide a safe environment for students at all off-campus student activities. Staff supervision is provided for such events. Any criminal act; act or threat of violence; injury; or other such situations which occurs while at an off-campus activity or event should be reported immediately to the security officer on duty or the professional staff person assigned to supervise the activity. These contact persons would immediately contact the appropriate law enforcement department or emergency personnel if assistance were required.
STUDENT RECORDS POLICIES AND PROCEDURES

For Jefferson Davis Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), policies and procedures have been established. Jefferson Davis Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, when a student has attained eighteen years of age or is attending a postsecondary education institution, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Education records are defined by FERPA to include but are not limited to records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Annual Notification of FERPA Rights

Jefferson Davis Community College will give annual notice to current students of their rights under the Act by publishing information in the Catalog. A copy of this policy will be on file in the library on both the Brewton and Atmore Campuses. The College's official in charge of the Fountain and Holman sites will have a copy of this policy. The policy is also available on the college Web site.

Students’ Access to their Education Records

All students have the right to review their education records with the following exceptions as outlined by FERPA:

- financial information submitted by parents;
- confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;
- confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to
the students’ admission, application for employment or job placement, or receipt of honors;

- education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student.

To review records, students and former students may go to the Registrar’s Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a “Request to Review Education Records” form in the Registrar’s Office. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance, or, if accepted, do not attend.

The permanent record for each student shall consist of:

- Application for admission
- Appropriate transcripts (high school, GED, other colleges attended)
- Transcript of coursework completed at the College
- Residency form (for those students since 1997)
- Correspondence with student
- Registration forms
- Schedule change forms
- Withdrawal forms

**Challenge of the Contents of Education Records**

Students may challenge information in their education records that they believe to be incorrect or inappropriate. This challenge must be in writing and must be submitted to the appropriate Dean
responsible for the record. The Dean must decide within a reasonable period of time whether corrective action will be taken, and the Dean must provide written notification to the student and the Registrar of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Affairs. The following procedures shall apply:

- The hearing panel will be the Admissions/Academic Standards Committee.

- Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions/Academic Standards Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.

- Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice including an attorney at their expense.

- Decisions made by the Admissions/Academic Standards Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student, the Dean of Student Affairs, and the Registrar.

- The Registrar’s Office will correct or amend the education record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.

- Should the College decide not to amend the record in accordance with the student’s request, the Registrar must inform the student that the student has the opportunity to place with the education record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained as part of the record for as long as the College holds the record.
This record, when disclosed to an authorized party, must include the statement filed by the student.

**Disclosure of Education Records Information**

Jefferson Davis Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information. Directory information may be made available to the public without a student’s consent. The following categories of information have been designated by Jefferson Davis Community College as directory information:

1. Student’s name, address, telephone number
2. Date and place of birth
3. Dates of attendance
4. The most recent previous educational agencies or institution attended by the student
5. Weight and height of a member of an athletic team
6. Major field of study, degree desired, and classification
7. Participation in officially recognized activities and sports
8. Degrees and awards received
9. Full-time/part-time attendance
10. Photograph
11. E-mail address

If any student has an objection to any of the aforementioned information being released about himself or herself during any given
semester or academic year, the student should notify, in writing, the Registrar’s Office during the first three weeks of the respective semester or academic year. This form must be resubmitted annually.

FERPA established rules stating that some personnel and agencies may have access to students’ education records without written consent of the students. Jefferson Davis Community College will disclose information from a student’s education record only with the written consent of the student except:

1. to school officials determined by the institution to have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person employed by or under contract to the College to perform a special task, such as an attorney or auditor; performing a task that is specified in his or her job description or by a contract agreement; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, advising, job placement, or financial aid. When doubt is raised by the Registrar about an individual’s need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of the College.

2. to officials of another school, upon request, in which a student seeks or intends to enroll.

3. to authorized personnel of the following government agencies if the disclosure is in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs:

   • Comptroller General of the United States
   • Secretary of Education
   • U.S. Attorney General (for law enforcement purposes only)
   • State and local education authorities
4. to any party who is providing financial aid to the student ("financial aid" does not include any payments made by parents) (conditions exist).

5. to state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

6. to organizations conducting certain studies for or on behalf of the College.

7. to accrediting organizations to carry out their accrediting functions.

8. to parents of eligible students who claim the student as dependents for income tax purposes. The parents must furnish a copy of their most recent Federal Income Tax Form.

9. to appropriate parties in a health or safety emergency subject to a determination by the President or the Deans or their designees.

10. to personnel complying with a judicial order or lawfully issued subpoena, provided the Registrar’s Office makes a reasonable attempt to notify students in advance of compliance. The College is not required to notify students if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.

11. to an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against alleged perpetrator of that crime with respect to that crime.

12. to appropriate parties in response to requests for directory information.

13. to parents/legal guardians when their children (under age 21) are found to have violated the alcohol policy of the College (Warner Amendment).
14. to appropriate parties requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offender (Foley Amendment).

15. to the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.

16. to military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Student recruiting information is directory information.

17. to the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.

18. to authorized personnel of the Department of Veterans Affairs for students receiving educational assistance from the agency.

**Students’ Rights after Ceasing Attendance or Graduation**

Students who have ceased attendance or have graduated from Jefferson Davis Community College have basically the same FERPA rights as students currently attending including the right to:

- Inspect their education records
- Have a hearing to amend an education record
- Have their education record privacy protected by the College

Former students do not have the right to request of the College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

**Privacy Rights of Deceased Students**

For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student’s parents or the executor/executrix of the deceased student’s estate.
Family Policy Compliance Office

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-4605

DRUG AND ALCOHOL FREE CAMPUS

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 and in recognition of this institution’s responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Jefferson Davis Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226:

1. The College expects its students to obey all federal, state, and local laws concerning possession, use, distribution and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students when such violations occur on the College campus or during an activity officially approved by the College.

2. The College also expects its students to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the College will refer to the appropriate enforcement agency any student who is in violation of such laws.

3. The College also expects its students to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser, including, but not limited to, cardiovascular disease, liver failure, and death.
4. The College expects its students to be aware that they may seek information about drug and alcohol abuse and may seek aid in the form of referrals to the appropriate treatment programs and support groups by contacting the Dean of Student Affairs.

5. The College reserves the right to require students who violate the statutory laws or policies of the College concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment at the College.

6. Nothing in this policy may be construed in such a way as to deny any students their rights to due process or any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

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**DISCLAIMER**

*The provisions of this catalog and student handbook do not constitute an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement at any time within the student’s term of enrollment. The College further reserves the right to ask the student to withdraw from classes for just cause.*

*Academic advisors will make every effort to assist students in the planning of academic and technical programs and enrollments. However, the ultimate responsibility for proper course enrollment and the fulfillment of graduation and/or transfer requirements rests with the individual student.*
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