



2023-2024 College Catalog & Student Handbook



CALENDAR OF INSTRUCTIONAL PROGRAM *

GENERAL SESSION 2023-2024

ALL DATES ARE SUBJECT TO CHANGE

Fall Term 2023

August 7 – 11 (Mon.– Fri.)	Fall Convocation and Campus Faculty Meetings
August 10 (Thurs.)	Registration – All Campuses
August 14 (Mon.)	Classes Begin (CLIC A Begins)
September 4 (Mon.)	Labor Day Holiday
October 3 (Tues.)	CLIC A Ends
October 4 (Wed.)	CLIC B Begins
October 9 – 10 (Mon. – Tues.)	Fall Break
November 20 – 24 (Mon. – Fri.)	Thanksgiving Break
December 4 – 7 (Mon.–Thurs.)	Exams
December 8 (Fri.)	Final Grades Due to Admissions, 10:00 a.m.
December 12 (Tues.)	Graduation, Wesson Campus
December 13 (Wed.)	Christmas Holidays Begin at 4:00 p.m.

Spring Term 2024

January 8 (Mon.)	ALL Employees Return to Work
January 11 (Thurs.)	Registration – All Campuses
January 15 (Mon.)	State/National Holiday
January 16 (Tues.)	Classes Begin (CLIC A Begins)
March 5 (Tues.)	CLIC A Ends
March 6 (Wed.)	CLIC B Begins
March 11 – 15 (Mon.–Fri.)	Spring Break
March 29 – April 1 (Fri.–Mon.)	Easter Holiday
May 6 – 9 (Mon.–Thurs.)	Exams
May 10 (Fri.)	Final Grades Due to Admissions, 10:00 a.m.
May 14 (Tues.)	Graduation – Wesson
May 15 (Wed.)	Graduation – Simpson County
May 16 (Thurs.)	Graduation – Natchez

Summer Term 2024

May 20 – May 31	Maymester Term
May 20 – July 26	Career Term
May 27 (Mon.)	Memorial Day Holiday
June 3 (Mon.)	Last Day to Register for First Term
June 3 – June 27 (exams on 6/27)	First Summer Term
July 2 (Tues.)	Last Day to Register for Second Term
July 4-5 (Thurs.-Fri.)	July 4th Holiday
July 2 – July 29 (exams on 7/29)	Second Summer Term

*Refer to the eLearning website for eLearning Calendar at:

www.colin.edu/majors-programs/elearning-online/current-elearning-students/

COPIAH-LINCOLN COMMUNITY COLLEGE

108th ANNUAL SESSION

Announcements for 2023-2024

Copiah-Lincoln Community College
Wesson Campus
P.O. Box 649 (Mailing Address)
1001 Copiah-Lincoln Lane (Physical Address)
Wesson, MS 39191
Telephone: (601) 643-5101

Copiah-Lincoln Community College
Natchez Campus
11 Co-Lin Circle
Natchez, MS 39120
Telephone: (601) 442-9111

Copiah-Lincoln Community College
Simpson County Center
151 Co-Lin Drive
Mendenhall, MS 39114
Telephone: (601) 849-5149

Email addresses can be found at our website: www.colin.edu

All catalog/student handbook updates are reflected in the online version
on our website at www.colin.edu.

Welcome from the President

Dr. Dewayne Middleton

Dear Co-Lin Student,

Congratulations on your decision to enroll at Copenh-Lincoln Community College. There are many reasons why you have made a wise decision to continue your education here.

Co-Lin has excellent faculty and staff members dedicated to your success. Whether you are on an academic transfer track or you are enrolled in one of our outstanding career-technical programs, you can be assured that you will be well prepared for your future.

This publication contains important information that you should know while you are a student at Co-Lin. It is very important that you take responsibility for understanding and following the college's policies and procedures at all times.

It is my desire to see you experience growth, discovery, and achievement while you are enrolled here. There are so many reasons that Co-Lin truly is "The Place to Be."

Best wishes for an outstanding year!

Sincerely,

A handwritten signature in black ink that reads "Dewayne Middleton". The signature is fluid and cursive, with a long, sweeping underline.

Dewayne Middleton, Ph.D.
President



AFFILIATIONS

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

Copiah-Lincoln Community College is a member of the American Association of Community Colleges, the Mississippi Association of Community Colleges, the Mississippi Association of Colleges, and the Southern Association of Community and Junior Colleges.

Copiah-Lincoln Community College branch campuses, Copiah-Lincoln Community College Natchez Campus and Copiah-Lincoln Community College Simpson County Center, accreditation depends on the continued accreditation of the parent institution.

NON-DISCRIMINATION

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, pregnancy, sexual orientation, gender identity, veteran status, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices.

Employees, students, applicants for admission or employment, or other participants in Copiah-Lincoln Community College programs or activities who believe they have questions, complaints, or requests regarding Title IX and discrimination are entitled to seek relief through the Compliance Officer, at 601-643-8411. Written inquiries may be e-mailed to: compliance@colin.edu or mailed to: Compliance Office, P.O. Box 649, 1001 Co-Lin Lane, Wesson, MS 39191.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Amber Bowman, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8342; or Natchez Section 504 Coordinator, Tiffany Woods, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Nicole Cheramie, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121.

BOARD OF TRUSTEES

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Troy Stewart, Sr., *Vice Chairman*
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Steve Amos
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BOARD OF SUPERVISORS

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GENERAL INFORMATION

HISTORY OF THE COLLEGE

Copiah-Lincoln Agricultural High school was established in the fall of 1915 in Wesson, Mississippi through the joint efforts of Copiah and Lincoln Counties. In 1928, the agricultural high school grew to become Copiah-Lincoln Junior College (General Laws of Mississippi, Sec. 308, Chapter 283). Additional supporting counties were added including Simpson (1934), Franklin (1948), Lawrence (1965), Jefferson (1967), and Adams (1971). A facility located in Natchez had its early beginnings in 1972 with legislative action establishing it as a campus in 1975. A similar facility in Simpson County had its beginnings in 1997, and was built on 16th section land in Mendenhall in 2005. In 1988, the board renamed the college Copiah-Lincoln Community College in recognition of the broad mission of the institution. The college has an annual enrollment of over 3000 students, 60 buildings, and 525 acres.

MISSION STATEMENT

The mission of Copiah-Lincoln Community College is to provide educational programs, economic development services, cultural and recreational opportunities through quality instruction, high expectations and service in a safe, student-centered environment.

STRATEGIC INITIATIVES

Copiah-Lincoln Community College's strategic initiatives are in the following areas:

1. **DRIVE Instruction:** Steering toward increased opportunities for teaching, learning, and student success.
2. **STRIVE Instructional Support:** Embracing technology as a tool for enhancing instruction and college operations.
3. **THRIVE Student Services:** Providing advantages that engage students in a comprehensive network of learning opportunities.
4. **REVIVE Institutional Support & Physical Plant:** Energizing the institution with quality operations and value-added capital improvements.

GOALS OF THE COLLEGE

Copiah-Lincoln Community College will:

- 1) Promote student retention, completion, transfer, and employment.
- 2) Improve student learning and expand enrollment opportunities and delivery modes.
- 3) Optimize fiscal, human, technological, and physical resources to enhance learning and operations.
- 4) Sustain community partnerships, student engagement, and service.

OFFICE OF ALUMNI RELATIONS

Alumni Relations supports the Copleah-Lincoln Alumni Association, which serves as the liaison between alumni and the college. Any former student is considered an alum. Friends of Co-Lin may join the Alumni Association as an associate member. All new graduates receive a complimentary two-year membership into the Association. *The Colinian* magazine and *imPACK* e-newsletter are published and distributed throughout the year to alumni and friends. A listing of all alumni chapters may be found at www.colin.edu/alumni-foundation.



Admissions

ADMISSIONS POLICIES

Copiah-Lincoln Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The college embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, academic counseling, tutorial assistance, etc., that will help the individual students to succeed in achieving their educational goals.

Copiah-Lincoln Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help student success. There are no programs designed for transfer to senior institutions that require a minimum ACT score for admission.

ACADEMIC AND TECHNICAL PROGRAMS FIRST-TIME ENTERING COLLEGE STUDENTS

Candidates for enrollment in the freshman class must submit the following:

1. An Admission's Application on the official form furnished by the college online or paper application.
2. An official transcript from an accredited high school indicating a regular diploma with a graduation date and principal's signature, or receipt of an official transcript from the Mississippi Community College Board, or the appropriate state adult basic education department showing satisfactory scores on the High School Equivalency (HSE) Exam.
- 3.* Scores on the American College Test (ACT) or ACCUPLACER. Applicants 25 years of age or older are exempt from the testing requirement, except in the ADN program and certain technical programs (where placement tests may be required).
4. A residence hall application and a \$75 non-refundable reservation fee if the student desires to live on the Wesson Campus.

Admission to the college does not necessarily guarantee admission to a specific program. It is necessary to check the prerequisites for each program. Additionally, some specific classes have prerequisites or restrictive admission requirements.

*All ACT score requirements in the catalog refer to the Enhanced ACT score.

** ACT refers to the National ACT or the ACT Residual. ACT Residual scores are only valid at Co-Lin, MUW, and UMMC.

CAREER PROGRAMS

1. Application and transcript from all schools attended must be on file in the Enrollment Services office.
2. Applicants who do not have a high school diploma or HSE must take the ACCUPLACER test and achieve the following scores: (Ability to Benefit) ATB Arithmetic 230, ATB Reading 233, ATB Writing 235.
3. Applicants must be of legal working age (18) upon completion of program.
4. Applicants must meet specific requirements under the program description.

NOTE: See specific requirements listed under the program descriptions.

CREDIT FOR PRIOR LEARNING (CPL) POLICIES

1. To apply for any CPL, the student must be eligible for admission to Copiah-Lincoln Community College as a student.
2. No more than 75% of the total hours applicable toward a degree or certificate may be awarded through CPL. (NOTE: this percentage must be less than 75% based on SACSCOC policy that requires that students must earn 25% or more of credits applied toward the degree through the SACSCOCs accredited member's own direct instruction.)
3. All CPL must be awarded before the semester prior to graduation.
4. CPL credits satisfy prerequisite requirements in the same manner that their course equivalencies do at the institution.
5. A student who wishes to apply for CPL in a by-passed course must complete the process by

- midterm of the semester in which the student is enrolled in the more advanced course.
- 6. A student may not apply for CPL for a course that he/she is currently enrolled in, for a course that they have previously taken with a failing grade, or for a course in which he/she has audited.
 - 7. For CPL in which a grade is not awarded, a “P” for pass is recorded on the student’s transcript by the college Registrar. No quality points are earned and such credit does not enter into grade point average determination.
 - 8. Copiah-Lincoln Community College accepts prior learning credits that have been awarded by other regionally accredited institutions as per the college’s transfer policy. These credits have the same limitations in their use in meeting graduation requirements as do CPL credits earned at Copiah-Lincoln Community College and will be used in computing the total hours of CPL for which a student is eligible.
 - 9. A student who intends to use credit for CPL in a course in which a grade has not been awarded to meet degree requirements at another institution should check the requirements of the receiving institution.
 - 10. Students who have taken a College Board AP Credit Examination must have scored at least a “3” to receive appropriate course credit. Students can earn up to (9) semester hours credit. The student must request that an official transcript from the College Board be sent to the college Registrar. When Advanced Placement Credit is considered for placement purposes, the placement decision is made by the Dean of Academic Instruction.
 - 11. A student who has not earned college-level credit in a subject area may take an Advanced Placement Examination (CLEP, DSST, or AP) for courses offered by Copiah-Lincoln Community College. Copiah-Lincoln Community College does not administer these exams.
 - 12. Subject Area Examination (CLEP): Credit on the CLEP subject area examination will be awarded only to those students who make a scaled score of 50 or above. The appropriate Dean or Vice President, along with the appropriate Division Chairperson in consultation with the Registrar, will make the determination as to specific course credit to be granted on CLEP subject area examination. Credit appearing on another institution’s transcript will be accepted as transfer credit. The combined credit on all CLEP examinations, both general and subject area, may not exceed 24 semester hours. (Note: These credits may or may not be accepted by each university at their discretion.) Credit may be granted for successful completion of the general examination in the following manner.

English Composition	ENG 1113.....	3
	ENG 1123	3
Social Science	History.....	3
	Social Science Elective	3
Humanities	ART 1113	3
	Literature	3
Mathematics	MAT 1313	3
	MAT Elective	3
	MAXIMUM TOTAL.....	24

- 13. Enrolled students in good academic standing must be pursuing a Copiah-Lincoln Community College Associate in Arts Degree, Associate in Applied Science Degree, or technical certificate to apply for Credit by Examination, Portfolio Assessment, or a Professional Certification Credit. Students may only apply for Credit by Examination, Professional Certification Credit, or Portfolio Assessment for courses directly applicable to curriculum requirements in the student’s declared certificate or degree program.
- 14. Requisite criteria for evaluation for Professional Certification Credit are determined by the Dean of Career-Technical Education in partnership with department faculty.
- 15. A student may apply for Credit by Examination or Portfolio Assessment only once in the same course.
- 16. To award a grade for Credit by Examination or Portfolio Assessment, the appropriate faculty will develop a matrix or rubric that clearly identifies the published course learning outcomes and techniques for assessing mastery at the 100, 90, 80, and 75% levels. This rubric or matrix will be affirmed by the Dean of the division. All work assessed by Credit by Examination or

Portfolio Assessment must meet a minimum of 75% or "C" level proficiency for all of the course learning outcomes and/or technical competencies. This "C" level must be determined by the faculty to maintain academic integrity and rigor.

CREDIT FOR PRIOR LEARNING FEES

Students requesting Advanced Placement Credit must pay the non-refundable third party vendor fee for CLEP, DSST or AP plus.

Students requesting Military Education and Training Credit are not required to pay a processing fee.

Students requesting Professional Certification Credit, Credit by Examination or Portfolio Assessment Credit must pay a non-refundable fee of \$50.00 per course prior to taking an examination or providing the appropriate documentation to the Dean of the division.

CREDIT FOR PRIOR LEARNING APPEALS

Copiah-Lincoln Community College has established a process for Credit for Prior Learning appeals.

"CPL Appeals" involve the student, instructor and/or the Dean of the division in which the course is housed. Students may challenge: 1) being denied CPL credit; and/or 2) the grade awarded through Credit by Examination or Portfolio Assessment.

The student must apply for a CPL appeal before the end of the semester in which CPL was requested and/or the CPL examination was administered. Any challenge or appeal that is submitted beyond the prescribed deadline will be denied.

DUAL ENROLLMENT/DUAL CREDIT PROGRAM

High school students may earn college credit while they are still attending high school and enrolled in high school courses. The same regulations apply to Dual Enrollment/Dual Credit Program students as to regular students.

To be admitted to the Dual Enrollment/Dual Credit Program, students must submit the following:

1. A completed Copiah-Lincoln Community College dual application for admission.
2. A high school transcript which documents junior or senior status. (Must be completed each academic year.)
 - a) 3.0 on 4.0 Scale (Academics)
 - b) 2.0 on 4.0 Scale (Career-Tech)
 - c) Special admissions requirements for Home School students (see special admissions section of the catalog)
 - d) Students who have an ACT score of 30 or higher may be enrolled without junior/senior status provided all other criteria are met.
3. A minimum subscore on the American College Test (ACT).
 - a) A minimum ACT subscore of 17 or ACCUPLACER score of 502 in English to enroll in English Composition I.
 - b) A minimum ACT subscore of 19 or ACCUPLACER score of 254 in Math to enroll in College Algebra.
 - c) A minimum ACT composite score of 17 to enroll in general biology.
4. A recommendation form, provided by the college, from the high school principal and/or guidance counselor stating ACT subscore, number of core high school units completed, and GPA. A home-schooled student must have the form completed by a parent/teacher.
5. Students must maintain a minimum 2.0 college GPA to remain eligible for participation in subsequent semesters.

NOTE: Dual enrollment/dual credit programs in the Career-Technical area may have special entrance requirements.

INTERNATIONAL STUDENT ADMISSIONS POLICY

International students applying for admission at Copiah-Lincoln Community College must meet the following requirements to be considered for admission:

1. Meet general admission requirements.
2. Those who are not of an English speaking country must furnish the office of Enrollment Services score reports indicating acceptable scores on the Test of English as a Foreign Language (TOEFL) or Dulingo English Test.
3. The TOEFL/Dulingo may be waived for foreign students who have attended another college or university with the completion of all freshman English courses (six hours) with a 2.0 grade point average or better.
4. Each student must present documented proof of available financial support.
5. All transcripts must be evaluated and certified by a reputable American transcript evaluation service.

If the prospective student meets all the above requirements, the college will issue an I-20, which will enable the student to request a change to F-1 status to enter the United States legally and attend college. International students will be charged out-of-state tuition.

SPECIAL ADMISSIONS

The application of students with special circumstances will be referred to the Admissions Committee and will be considered on an individual basis. These situations could involve students seeking admission who have graduated from a home-school program, students seeking early admissions, students graduating with an occupational diploma, or students with other special circumstances. The Admissions Committee will make a recommendation to the appropriate Dean or Vice President regarding enrollment status. A student admitted by the committee will be placed on academic probation and must successfully complete a minimum of 6 hours with at least a 1.5 GPA for the first semester.

TRANSFER STUDENTS

A transfer student is defined as one who has satisfactorily completed twelve or more semester hours of college transfer credit at another regionally accredited college or university. These individuals must complete an official Copiah-Lincoln Community College admissions application. Official transcripts of all work done at all institutions previously attended must be submitted to Enrollment Services. A student who is transferring less than twelve semester hours of credit must also meet the requirements of first time entering students as outlined in the college catalog.

Course work transferred in or accepted for credit toward a degree must be completed at an institution accredited as degree-granting by a postsecondary regional accrediting commission at the time the course work was completed and be listed in the Co-Lin college catalog. Exceptions to this policy will be determined by the appropriate Dean or Vice President. Applicants whose records show unsatisfactory scholastic standing may be accepted on probation by the Admissions Committee if their individual cases indicate they deserve such consideration. **Students who are on academic suspension from another institution will not be eligible to enter Copiah-Lincoln Community College until they are eligible to re-enter the institution from which they are suspended.**

All grades of "D" or above will be accepted as hours attempted and hours passed. If a student has less than a 2.00 GPA on transfer work as determined by the current method of computing grade point average, sufficient quality points must be earned at the college in order to graduate. Excessive quality points from another institution cannot be used to raise a deficient grade point average on courses taken at the college.

All transfer work is evaluated by the appropriate Enrollment Services personnel at each campus. He/she assesses and determines the courses which should apply toward degree requirements. Transfer of any technical credits (other than college transfer credits) is evaluated on an individual basis. Developmental work will not be accepted as transfer work toward meeting graduation requirements.

REVERSE TRANSFER

Reverse Transfer Credits are credits transferred from another accredited community college or university that will allow students to obtain an Associate in Arts degree. If a student has at least 25% of required coursework with Copiah-Lincoln Community College, they will qualify for reverse transfer credits to be applied towards their degree. Copiah-Lincoln Community College can only accept credits for classes that are listed in the Co-Lin college catalog. Not all earned credits can be accepted as transfer credits.

To apply:

1. Complete and submit a Reverse Transfer Application located on the Co-Lin website.
2. Have official transcripts sent from all colleges attended. When contacting colleges make sure to let them know these transcripts are for reverse transfer purposes.

MILITARY COMMUNITY SERVICES

Co-Lin welcomes all military-related students and has long been recognized as a military-friendly institution by several agencies. Policies and procedures within this catalog will apply much the same for military-related students. The Military Community Services Office (MCSO) can assist prospective and current military-related students in application, registration, financial aid, and other college processes whether a person is using military-related benefits or not. Satisfactory progress and attendance applies the same as any other student, yet the MCSO can aid where military commitments compound these areas. Former and current military members who are attending college after or during a period of service in the armed forces may be eligible to receive undergraduate college credit for military training. Inquiries about college credit related to military service may be directed to the MCSO. It is the military-related student's responsibility to notify the MCSO of any changes to their student status while at Co-Lin.

This institution is approved to offer GI Bill® educational benefits by the Mississippi State Approving Agency. The Mississippi State Approving Agency (SAA) is the approving authority of education and training programs for Mississippi. The SAA office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the college's grievance policy, if the situation cannot be resolved at the college, the beneficiary should contact the SAA office via email at saa@msva.ms.gov.



Financial Information

EXPENSES

STUDENT CONSUMER INFORMATION

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain consumer information will be made available to any student or prospective student at Copiah-Lincoln Community College. This information will include a description of all financial aid programs plus scholarships available to students, application procedures, eligibility requirements, criteria for recipient selection, a statement of the rights and responsibilities of students, means of payments and any other financial aid information.

Information will also be made available concerning cost of attendance, curricula offered, refund policy, student retention, the number and percentage of students completing programs, facilities for the disabled, and other general information pertaining to Copiah-Lincoln Community College. The financial aid office will provide this information to students requesting it or help students obtain the information.

TUITION AND FEES

All fees are payable at the time of registration. All residence hall students will be required to purchase a seven-day meal ticket at \$1,150. These meal tickets are not transferable. The right is reserved to increase any expenses as necessary.

Students may be required to move from a residence hall or may be dropped from class if fees are not paid as agreed.

Full-time students:

Tuition	\$1,750.00
Out-of-state additional tuition	\$1,000.00
Technology fee	\$125.00
Student Service fee	\$125.00
VCC (<i>per online course</i>)	\$40.00

Part-time students:

Tuition (<i>per sem. hr.</i>)	\$175.00
Out-of-state additional tuition (<i>per sem. hr.</i>)	\$100.00
Technology fee (<i>per sem. hr.</i>)	\$12.50
Student Service fee (<i>per sem. hr.</i>)	\$12.50
VCC (<i>per online course</i>)	\$40.00

Dual Enrollment students:

Non-refundable Fee (<i>per 3 hour course- up to 15 hours</i>)	\$125.00
Non-refundable Fee (<i>per 1 hour course</i>)	\$40.00
<i>Hours in excess of 15 (in total) will be billed at regular college rates</i>	

Other fees that could be incurred:

Dorm fee	\$1,050.00
Dorm fee (<i>Bates Hall; Nettles Hall</i>)	\$1,150.00
Meal ticket (<i>residence hall / 7 day</i>)	\$1,350.00
Commuter meal ticket	\$500.00
Parking decal (<i>annually</i>)	\$30.00

Tuition and fees are subject to change without notice.

SPECIAL FEES

Associate Degree Nursing (<i>semester fee</i>)	\$300.00
Career-Technical Lab Fees (<i>healthcare programs</i>)	\$75.00
Career-Technical Lab Fees (<i>other programs</i>)	\$50.00
Music Course (<i>non-music major students fee</i>)	\$50.00

- Fees for special interest classes and evening Career-Technical classes will be announced prior to registering for each non-academic class.

- The Associate Degree Nursing Program and many Career-Technical programs require students to purchase uniforms, specialized materials, and/or equipment in addition to other fees.
- Auditing fees are one-half of regular tuition per semester hour. Courses offered through MSVCC may not be audited.

GRADUATION CEREMONY FEE

A graduation ceremony fee of \$40.00 is due and payable upon application for graduation for those participating in the graduation ceremony; however, for those who do not participate in the graduation ceremony there will be no charge. A late fee of \$15.00 will be assessed after the graduation application deadline.

STATEMENTS OR BILLS

A statement of the student's account and the ability to submit payments is available to all students via their student MyPack account. Statements will also be mailed to each student's home address. As students begin attendance in class, they are accepting financial responsibility of those classes. Students are required to pay a minimum of 25% of their account charges or have a minimum of 25% in financial aid to complete registration. All outstanding charges must be paid in full prior to pre-registration for the following term. Students are responsible for ensuring their fees and expenses are paid when due and as agreed with Business Office personnel. If students do not have financial aid to cover charges, then they must make payment arrangements with the Business Office. It is the responsibility of the student to communicate with the Financial Aid Office to understand their financial aid eligibility.

REFUND POLICY

Students who withdraw from college or drop a course without adding another are refunded tuition and room rent according to the full-time status on the following schedule:

First calendar week	75% of tuition
Second calendar week	50% of tuition
Third calendar week	25% of tuition
After third calendar week	No refund

Meal ticket refunds are pro-rated on the number of weeks remaining in the semester. Refunds are made only when a student has officially dropped a course or has officially withdrawn from school.

EXCEPTION: No refund for tuition and fees will be given to students who are accepted into programs which have a limited number of student slots and where acceptance into those slots is highly competitive. Those programs include:

- | | |
|---------------------------------|-------------------------------|
| • Associate Degree Nursing | • Practical Nursing |
| • Medical Lab Technology | • Respiratory Care Technology |
| • Medical Radiologic Technology | • EMT Paramedic Technology |

* Some medical programs may have additional guidelines.

SUMMER/CLIC SHORT TERM COURSES: No refund will be issued after the first class meeting.

FINANCIAL AID

Copiah-Lincoln Community College administers financial aid through programs of scholarships, grants, loans and campus employment. These programs are funded through the federal and state governments, college resources and individual donations. Co-Lin provides a comprehensive plan to assist students who establish a definite need and academic promise.

Students cannot receive any combination of financial aid valued over the cost of attendance for Co-Lin as determined for federal student aid. The current cost of attendance is \$14,170 per academic year for dependent students.

Federal Student Aid Programs include Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Stafford Loans, Parent PLUS Loans, and Work-Study. The FAFSA, Free Application for Federal Student Aid, is the primary application and can be completed online at <https://studentaid.ed.gov/sa/fafsa>.

Mississippi grant programs include MTAG, MESG, and HELP. These can be applied for at <https://www.msfinancialaid.org>.

Academic Scholarships: Scholarships are honored upon enrollment during the 1st semester following the recipient's high school graduation. Recipients must maintain at least 15 hours, a 3.0 GPA, and must be a Mississippi resident or have graduated from a Mississippi high school. Scholarships are not available for transfer students and will be available for up to 4 semesters. (Fall/Spring only)

- Achievement Scholarship - (19-20 ACT) \$437.50*/semester
- Honors Scholarship – (21-24 ACT) \$875*/semester
- Deans' Scholarship – (25-26 ACT) \$1,750*/semester
- Vice Presidents' Scholarship – (27-28 ACT) \$1,750*/semester and \$250/semester for books and/or e-Resources.
- President's Scholarship – (29+ ACT/National Merit/Achievement Finalist) \$1,750*/per semester, Room, Meals, \$250/semester for books and/or e-Resources.
- Valedictorian/Salutatorian Scholarship – \$1,000 award per year for two years/\$500 per semester; student must have a minimum 21 ACT and confirmation from the high school counselor

Non-Traditional Scholarship: Half-tuition scholarship for students who are 24 years or older, are FIRST time degree seeking students, maintain a 3.0 GPA, and is awarded for a maximum of 52 credit hours. Students must earn a 3.5 GPA or higher on the first 12 semester credit hours before applying for scholarship.

Foundation-Endowed Scholarships: Endowed and Taylor/Pitts Presidential scholarships from the Co-Lin Foundation are made possible by individual donations. The application period opens in January and is due by March 1 each year. The scholarship application process is entirely online through AwardSpring. Students can register for an account at <https://colin.awardspring.com> to apply for a scholarship.

Leadership Scholarships: Scholarships awarded in the amounts of \$500 or \$1,000 for two years. Scholarships will be used to reward outstanding leadership among students through their high school and/or community service activities. Recipients must be enrolled in at least 15 semester hours and maintain a 3.0 GPA each term.

Athletic/Service Scholarships: Scholarships awarded to qualified students who have special skills, talents, or abilities. They are awarded by the coaches or managers of these respective programs: football, basketball, baseball, softball, archery, tennis, golf, soccer, band, choir, cheer, Trailblazer, newspaper, Trillium, and Student Government Association.

Recognition Scholarships: Scholarships are awarded to students who have excelled in academic and skills competitions sponsored by the College. Recipients must be enrolled in at least 15 semester hours and maintain a 3.0 GPA each term.

**Award amounts are subject to change without notice.*

The Co-Lin Financial Aid Office is open Monday – Thursday from 8:00 a.m. to 4:00 p.m. and on Friday from 8:00 a.m. to 12:00 p.m.

Financial Aid Office Locations:

Wesson Campus in Student Services in the Henley Building
 Natchez Campus in the Office of Enrollment Services
 Simpson Campus in the Office of Enrollment Services

OFFICE OF THE CO-LIN FOUNDATION

The Copiah-Lincoln Community College Foundation, Inc., is the fundraising arm of the college. It is a non-profit corporation which serves as a clearinghouse for private sector monies given to Copiah-Lincoln Community College. The Foundation is governed by a 23-member Board of Directors and its goal is to raise private funds to support the mission of the college. For information on Foundation scholarship opportunities, visit www.colin.edu/alumni-foundation.



Instructional Policies and Regulations

ACADEMIC RECORDS

Copiah-Lincoln Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment). Student record management is under the supervision of the Director of Enrollment Services at the Wesson Campus and the Directors of Student Services on the Natchez Campus and Simpson County Center. The records are the property of the college; however, the college will honor a student's written request that his/her official academic record not be released or information contained in his/her record not be disclosed. Unless there is a written request to the contrary, the following directory information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for membership and organizations awarding financial assistance (grants, scholarships and loans): name, date and place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the request of the student, and in compliance with the Privacy Act of 1974, or in compliance with a Court Order. Student records management for the college includes a consistent retention and disposal policy. For further information on FERPA and student rights related to records, please see the Privacy Act Policy on page 26.

TRANSCRIPTS

Copiah-Lincoln Community College has partnered with Parchment to accept transcript orders via the internet through a secured website. A fee of \$5.00 will be assessed for each transcript ordered through the college. Transcripts will not be sent until all financial obligations to the college are cleared and all admission requirements have been met.

FACULTY

All teaching faculty at Copiah-Lincoln Community College must have special competence in the fields in which they teach. This special competence is attested to by advanced study culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice.

In all academic areas the master's degree with eighteen graduate semester hours of specialization in the teaching field is considered the minimum standard. In specialized, professional, technical, or career fields, evidence of professional competency is acceptable in lieu of formal academic preparation. This competence must be based upon appropriate specialized training or successful experience as a practitioner in the occupational field.

All full-time faculty members are required to schedule daily office hours with a minimum of 10 hours per week in their offices. Approved office hours will be posted on the office doors of all faculty members. Faculty members will be available during posted office hours to advise students and to meet other appointments.

Part-time faculty members are required to be accessible to their students. They are encouraged to arrive early for class and to stay after class. Other times for accessibility will be scheduled on an individual basis.

eLEARNING

The community colleges within the state of Mississippi in conjunction with the Mississippi Community College Board (MCCB) have created an eLearning opportunity known as the Mississippi Virtual Community College (MSVCC). The intent of eLearning courses is to provide a quality program of instruction for students who are not available for traditional on ground class attendance.

Students taking eLearning courses are expected to fulfill admissions requirements, complete registration steps, actively participate in courses each week, and generally meet the same requirements as persons attending traditional classes. However, every MSVCC course will require at least one proctored exam, to be taken in an official proctored lab at any of the 15 community or junior colleges in Mississippi or through the approved virtual proctoring software. For any exam which is required to be taken in person, students must schedule the exam at least 24 hours in advance through the Proctoring link in Canvas and must provide a photo ID to the proctor. Regardless of course average, students who do not take at least one proctored exam will not be awarded a passing grade for that course.

MSVCC follows a set calendar each semester and the dates are different from traditional (on-ground) courses. Please be sure to view the eLearning Calendar found on the current eLearning student webpage. The calendar, available classes, and more information on eLearning are listed at www.colin.edu/majors-programs/elearning-online/.

CLASSIFICATION

Students with 28 or fewer semester hours of credit are classified as freshmen; students with more than 28 semester hours are classified as sophomores. The recommended load of work is fifteen to eighteen semester hours. All residence hall students will be required to take at least twelve semester hours, and *six of these hours must be continuous, concurrent, and on ground*. The minimum full time load is twelve semester hours; the maximum load is eighteen semester hours. No student may carry hours above the maximum without approval of the Director of Enrollment Services (Wesson) or the appropriate instructional dean. There is an additional charge for each semester credit hour over eighteen.

SEMESTER CREDIT HOUR DEFINITION

At minimum, the college follows the Mississippi Community College board policy for instructional minutes. A semester credit hour is defined as a minimum student-teacher contact of 750 minutes for lecture and 1500 minutes for laboratory within the course term.

GRADE REGULATIONS

The final grade in a course is based on the evaluation by the instructor of the work done by the student in the course during the semester. Each letter grade corresponds to a number of quality points.

GRADES	EXPLANATIONS	QUALITY POINTS
A	Excellent	4 per sem. hr.
B	Good	3 per sem. hr.
C	Average	2 per sem. hr.
D	Passing	1 per sem. hr.
F	Failure	0 per sem. hr.
I	Incomplete	0 per sem. hr.
W	Official Withdrawal	0 per sem. hr.

Incomplete grades are assigned to a student if his/her inability to complete the work for the period was due to sickness or some unavoidable circumstance. This deficiency may be removed during the succeeding fall, spring, or summer semester; otherwise, it will be automatically recorded as an F.

There will be no exemptions from final exams.

Every MSVCC course will require one to three proctored exams. Regardless of course average, MSVCC students who do not take at least one proctored exam will not be awarded a passing grade for that course.

STUDENT GRADE APPEAL POLICY

Students who feel that a final grade was incorrectly given should appeal as follows:

1. Discuss the grade in question with the instructor. Any changes must be submitted in writing by the instructor to the appropriate Dean or Vice President for approval and processing.
2. If the problem has not been satisfactorily resolved, the student may make a written appeal to the appropriate Dean or Vice President who will investigate the situation.

Grade appeals by students must be filed no later than the end of the following semester after the grade in question was assigned. The appeal process will end following the action taken by the appropriate Dean or Vice President.

CLASS ATTENDANCE POLICY

Policy Statement: Regular class attendance is very important to college success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. Students are expected to make up all work missed due to absences. A penalty may be assessed for work not made up at the discretion of the instructor for the class missed.

Each instructor will be responsible for explaining the attendance policy to students at the beginning of the semester. It is the students' responsibility to keep up with their number of absences.

The following reflects the absentee policy :

MWF Classes6 absences allowedcut from class on 7th
 MW Classes4 absences allowedcut from class on 5th
 TR Classes4 absences allowedcut from class on 5th
 Night Classes2 absences allowedcut from class on 3rd
 Science Labs1 absence allowedcut from class on 2nd
 CLIC Terms (1/2 Semester/meets 5 days week)...5 absences allowed...cut from class on 6th
 CLIC Terms (1/2 Semester/meets 4 days week)...4 absences allowed...cut from class on 5th
 CLIC Hybrid (1/2 Semester/meets 3 days week)...3 absences allowed...cut from class on 4th
 CLIC Hybrid (1/2 Semester/meets 2 days week)...2 absences allowed...cut from class on 3rd
 Hybrid Classes*same absences per weekly class meetings as above

*Activity for online assignments must be verified by the instructor.

Summer Attendance

M-TH Classes2 absences allowedcut from class on 3rd
 M-W Classes1 absence allowedcut from class on 2nd
 Full-term Night Classes2 absences allowedcut from class on 3rd
 Hybrid Night Classes*2 absences allowedcut from class on 3rd

MAYMESTER - Due to the extremely short term, no absences are allowed.

Attendance for eLearning students is measured by active class participation each week. For 15 week courses, the student will be dropped from the course after 3 weeks of non-participation. For 4 or 8 week courses, the student will be dropped from the course after 2 weeks of non-participation (weeks of non--participation do not have to be sequential.)

Attendance in online courses is defined as active participation in course learning activities. Weekly, documentable engagement showing academic progress is used to demonstrate active class participation.

Full Term (15 week).....2 recorded absences.....cut from class on 3rd (equivalent to 2 weeks of non-participation)

Short Term (8 week).....1 recorded absence.....cut from class on 2nd

Mini Term (4 week).....1 recorded absence.....cut from class on 2nd

Special Programs/Activities: Certain programs/activities have special attendance requirements due to the nature of the subject matter taught, clinical component, and/or state/national accreditation. In these programs, attendance requirements will be communicated through course syllabi and/or program policies. Check with your instructor for special absentee policy in the following programs and activities:

Ambassadors	Concert Choir
Associate Degree Nursing	Cosmetology
Athletic Teams/Student Athletic Trainers	EMT - Paramedic Technology
Automotive Technology	Medical Laboratory Technology
Band (Colettes, Colorguard, Concert, Jazz, and Marching)	Medical Radiologic Technology
Commercial Truck Driving	Practical Nursing
Computer Networking Tech/Cybersecurity	Respiratory Care Practitioner
	Sojourners

Tardies (Academic): A tardy will be defined as missing up to 15 minutes of a class. Three tardies will constitute an absence. A student is counted absent if the student misses more than 15 minutes of class. A student who is tardy must notify the instructor of his/her presence in class at the end of the class to avoid being counted absent. Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over.

Tardies (Career-Technical): A tardy will be defined as missing up to 10 minutes of a class. Two tardies will constitute one absence. A student is counted absent if the student misses more than 10 minutes of class. Career-Technical students who are absent or tardy more than 10 minutes from a

daily lab period will be counted absent for that lab period. A student who is tardy must notify the instructor of their presence in class at the end of the class. Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over.

Appeals Process: The college reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences. When a student has been removed from class for excessive absences, that student will have the right to appeal his/her removal from the class to the appropriate Appeals Officer. No absence is considered free; therefore, students will be responsible for providing a justifiable reason for each absence to the Appeals Officer. eLearning students may complete the Request for Reinstatement on the eLearning website. Documentation should be provided to the Appeals Officer in written form where possible (doctor's excuse, obituary, legal documents, etc.). When considering appeals, the Appeals Officer will consider the following:

- Total number of absences
- Documentation for absences
- Whether the student has requested counseling or other assistance in finding a solution to class attendance problems
- Recommendations by instructors
- Current grade status in the course

All appeals must be made before the next scheduled class meeting after the notification of removal from class for excessive absences. Failure to appeal before the next scheduled class meeting constitutes a waiver of the student's right of appeal. The Appeals Officer will have the authority to reinstate the student in the class for what he/she considers to be justifiable cause. The decision of the Appeals Officer will be final. The instructor will receive a notice of action taken.

In the event that an appeal is denied or a student fails to appeal, a grade of "W" will be recorded for courses in which excessive absences are reported and the student will be dismissed by the Appeals Office. Being administratively withdrawn from a class may change a student's enrollment status and thereby affect, among other things, that student's scholarships, financial aid, and in some cases dorm status and athletic eligibility. In the event that the student has been previously dismissed and re-admitted to the class, a second appeal is not available.

OFFICIAL ABSENCES

Those absences caused by a student representing the college for an approved function are official absences. The number of these allowable absences will not count against total "allowable" absences; however, the number of official absences will be limited for each class. Students are expected to let the instructor know ahead of time about upcoming approved official absences and are expected to make up work for the missed classes.

DROPPING A COURSE

Any course(s) properly dropped prior to the official withdrawal date will constitute a "W". The grade "W" is not used in computing grade point average. The drop forms for on-ground classes are located in Enrollment Services. The form must have signatures from instructors prior to dropping classes. Student athletes will need coaches permission as well as instructors signatures. MSVCC students must utilize the online withdrawal link to submit a drop form for each MSVCC course. The form is located via the Current eLearning Students tab at www.colin.edu/elearning. Exception: Associate Degree Nursing Program (See A.D.N. Handbook).

NOTE: It is the student's responsibility to officially withdraw from a course in Enrollment Services on their respective campuses by the posted drop date for the semester. eLearning students must complete the drop form online at www.colin.edu/majors-programs/elearning-online/current-elearning-students/course-withdrawals.

ACADEMIC PROBATION/SUSPENSION

Any student who does not earn at least a 1.5 GPA for work attempted during a given semester will

be placed on Academic Probation at the end of that semester. A student who does not earn at least a 1.5 GPA for work attempted for 2 consecutive semesters will be placed on academic suspension at the end of the second semester. A student placed on Academic Suspension will not be eligible to attend the following fall, spring, or summer semester. However, students may be considered for enrollment at the discretion of the campus Vice President.

A student who is on Academic Probation at another institution will be admitted only on a probationary status at Copiah-Lincoln Community College. A student who is on Academic Suspension at another college or university will not be eligible to attend Copiah-Lincoln Community College until he/she is eligible to return to the other institution.

REPEATED COURSE POLICY

A student at Copiah-Lincoln Community College will be allowed to repeat any course to establish a higher grade for the course. There shall be no limit to the number of times a course may be repeated for this or any other purpose (see ADN section for exception to this policy). No grades will be removed from the transcript; however, only the highest grade will be used in determining overall grade point average (GPA) for that student at Copiah-Lincoln Community College.

NOTE: Most four-year colleges have specific policies governing the transfer of credits which place a limit on the number of repeated courses which may be removed from consideration in calculating the GPA for transfer purposes.

ACADEMIC RESTART

There are many students who return to Copiah-Lincoln Community College after having been out for several semesters to find that their earlier years at the college were not academically productive. These students are faced with a deficit in quality points and a low GPA. Sometimes this deficit in earlier grades is such that it prevents these students from graduating from the college.

In an effort to help these students gain a new start toward reaching their educational goals, the college has adopted an “Academic Restart” policy. Copies of the Academic Restart Policy are available in the Office of Enrollment Services on each campus.

NOTE: This policy is applicable to students who have not been enrolled at the college for at least eight consecutive semesters.

WITHDRAWAL FROM COLLEGE

For an official withdrawal during a semester, the student must obtain a formal **WITHDRAWAL PERMIT** from Enrollment Services and have it signed by appropriate college personnel and returned to Enrollment Services Office/Business Office by the official withdrawal date. MSVCC students must utilize the online withdrawal form to submit a drop form for each MSVCC course. The form is located at www.colin.edu/majors-programs/elearning-online/current-elearning-students/. It is the **STUDENT’S** responsibility to complete the withdrawal process in the Enrollment Services Office. Students failing to complete the withdrawal process as stated above will forfeit their right to any refund from the Business Office.

ASSESSMENT/PLACEMENT

The National ACT, ACT Residual, and ACCUPLACER are the assessment instruments used to meet the ACT requirement for admission to the college as well as for course placement in English, mathematics, and selected science courses. The College has adopted ACCUPLACER as the assessment instrument for course placement for students who have not taken the ACT. The ACCUPLACER measures a student’s ability in writing, mathematics, and reading for the purpose of placing them in the appropriate college courses. Customized test packages and cut scores have been established for course placement at Co-Lin. Additionally, scores may be used to determine “ability-to-benefit” and/or to determine selected career program eligibility.

Students will be allowed to challenge their ACT course placement by taking the ACCUPLACER

assessment. Should the student score higher on the ACCUPLACER assessment, the student may request that his/her schedule be changed to reflect the recommended course placement. Students may take the ACCUPLACER once every 30 days and the ACT Residual once every 60 days. Students will be charged \$40 for taking the ACCUPLACER (\$20 per section), and the cost of the ACT Residual is \$70.

DEVELOPMENTAL STUDIES

Adequate skills in the areas of English, reading, and mathematics are vital for successful achievement in college-level courses. To assure that students are able to achieve to the greatest extent possible in their selected curricula, Copiah-Lincoln Community College offers programs in developmental studies to help elevate student skills according to individual needs. Institutional credit is awarded for developmental courses.

Students who enroll in developmental courses including Intermediate English and Reading (ENG 0123 and ENG 0124), and Intermediate Algebra (MAT 1233 and MAT 1234) and receive a grade of "D" or "F" as a final grade for the course have not mastered the course competencies necessary to move to the next level of difficulty. The course must be repeated until a grade of "C" or higher has been obtained. A final grade of "C" or higher indicates the competencies have been mastered.

Developmental courses are not designed to take the place of regular college-level courses, but to prepare students to enroll in the regular courses. Developmental courses are non-transferable and do NOT count toward meeting graduation requirements; however, they will count in computing the GPA.

Students without an ACT score will complete the ACCUPLACER Placement Test and will be placed accordingly.

CRITERIA FOR THE PLACEMENT OF STUDENTS IN DEVELOPMENTAL COURSES

ENGLISH

<i>*NextGen ACCUPLACER Test or English ACT Score or SREB Course</i>	<i>Place In</i>
400 – 4731 - 13.....N/A	ENG 0124
474 – 50114 - 16.....N/A.....	ENG 0123/1114
502 or higher17 & Up **80.....	ENG 1113

* This area requires a combined score in both Sentence Skills and Reading Comprehension.

MATHEMATICS

<i>Next Gen ACCUPLACER Test or Math ACT Score or SREB Course</i>	<i>Place In</i>
200 – 2301 - 15..... N/A	MAT 1234
231 – 25316 - 18..... N/A	MAT 1233/1314
254 or higher19 - 25 **80.....	MAT 1313

26 & up.....Students may register for College Algebra,
Trigonometry, or Calculus I

NOTE: ACCUPLACER and ACT placement score requirements may be changed by the Instructional Council as necessary.

****NOTE:** Currently, Copiah-Lincoln Community College will accept the SREB Literacy Ready and SREB Math Ready courses for placement in ENG 1113 and MAT 1313. Students who score 80 or higher in SREB Literacy will be able to enroll in ENG 1113, and students who score 80 or higher in SREB Math Ready will be able to enroll in MAT 1313.

CLASS AUDITS

Students are allowed to audit lecture classes by paying one half the normal tuition rate. Students will be permitted to participate in class discussions; however, no tests/exams will be required and no grade will be assigned for an audited course. Courses that require laboratory hours, i.e. science, computer science, applied music, etc., or courses for which there is limited seating and a participation requirement are not available for audit without permission of the appropriate Dean or Vice President. Courses offered through MSVCC may not be audited.

GENERAL EDUCATION

Copiah-Lincoln Community College’s General Education Core Curriculum for all Associate in Arts, Associate in Science and Associate in Applied Science degree programs include skills from the following categories:

- 1. Written Communication
- 2. Quantitative and Scientific Reasoning
- 3. Cultural and Social Understanding

Students may select courses of study and complete requirements for an Associate in Arts Degree (AA), Associate in Science Degree (AS), Associate in Applied Science Degree (AAS), Technical Certificate, or Career Certificate. Programs resulting in either degree contain a combination of major courses and general education core courses.

GRADUATION REQUIREMENTS
(Associate in Arts and Associate in Science)

Courses	Semester Hours	
	AA	AS
Orientation.....	1	1
English Composition I.....	3	3
English Composition II	3	3
College Algebra or Higher	3	9-15
Laboratory Science (Lectures & Labs Must Match)	8	8-16
Humanities (History, Literature/Philosophy).....	6	3
Fine Arts (Art, Music, or Theatre Appreciation)	3	3
Social Science (Psychology, Sociology, Political Science, Economics) ..	6	3
Public Speaking I	3	0
Academic Electives	24	20
TOTAL	60	60

Exception: An exception may be made by the Campus Vice President after consultation with the Faculty Advisor/Dean of Academic Instruction and the Enrollment Services/Admissions Office for students who need all their hours to meet the course requirements in their program of study, as required by the senior college for the first two years.

- 1. Candidates for an **Associate in Arts Degree/Associate in Science Degree** must have a 2.0 cumulative grade point average for all hours attempted.
- 2. Candidates for the **Associate in Applied Science Degree** must complete a minimum of 60 to 64 semester hours. (Some programs require additional hours due to accreditation.) To be

eligible to receive this degree a student must pass all courses and have a 2.0 quality point average in all courses in his/her curriculum.

3. Candidates for **Certificate Graduation** must pass all courses in the career curriculum in which they are enrolled and have a 2.0 quality point average in these courses.
4. Courses considered to be developmental do not count toward meeting graduation requirements.
5. A student must complete at least 25% (15 hrs.) of semester credit hours at Copiah-Lincoln Community College in order to graduate. Any transfer credit applied to meet graduation requirements after the last regular semester must be approved by the Office of Enrollment Services.
6. A student can count only four (4) semester hours of HPR activity courses (varsity sports/general activities) toward graduation.

APPLYING FOR GRADUATION

Each student is responsible for checking on his/her credits, scheduling of subjects, and otherwise meeting requirements for graduation. The counselors and faculty advisors will assist in planning a schedule and program, but **the final responsibility rests with the student.**

Candidates for graduation should file their applications with Enrollment Services on their respective campus for diploma or departmental certificate by the posted deadline each semester.

A non-refundable graduation fee of \$40 is charged to each student participating in the graduation ceremony. The fee, which is subject to change, is due and payable at the time of application for graduation. This fee covers the expense of diploma, cap and gown. The fee will be waived for those that choose not to participate in the graduation ceremony. All students who apply for graduation after the deadline will be assessed a late fee of \$15.00.

Students who wish to participate in graduation exercises but who lack hours may participate under the following stipulations:

1. Have a minimum of 53 hours that will count toward graduation or be enrolled in specific Career-Technical Programs designed to complete the curriculum in the summer term immediately following graduation.
2. Agree to take the necessary hours at the college during the semester immediately following graduation. These hours must be taken at the college except in hardship cases which are approved by the appropriate Dean or Vice President.
3. Have a 2.0 cumulative GPA on all work at the college and any other hours used for graduation purposes.
4. Must meet all other graduation requirements, including completing the application and paying the graduation ceremony fee if he/she plans to participate. No fee is required if the graduate does not plan to participate in the ceremony.

HONORS

Each semester, full-time students who achieve a 3.20 GPA are selected for the Honor Roll. Full-time students with a 3.60 GPA are placed on the Vice-President's List, and full-time students who have a 4.00 GPA are placed on the President's List.

Students who attain an average of 3.20 quality points for all semester hours are graduated with HONORS; those who have an average of 3.60 quality points for each semester hour are graduated with HIGH HONORS; and those who make 4.00 quality points with every semester hour are graduated with HIGHEST HONORS. A student graduating with honors will have the proper designation inscribed on his/her diploma and entered on his/her record.

- 3.20 GPA - Honor Roll (Graduate with Honors)
- 3.60 GPA - Vice President's List (Graduate with High Honors)
- 4.00 GPA - President's List (Graduate with Highest Honors)

PRIVACY ACT POLICY

Copiah-Lincoln Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment). The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

V.I.P RECORDS - RELEASE OF STUDENT INFORMATION

It shall be the policy of Copiah-Lincoln Community College to release only "directory" information on students to third parties without permission from such individual students. Any student information of a confidential nature shall not be released without the expressed written consent of the student or upon the proper service of a Court Order. The release of such information without expressed consent shall be approved by the President or her designee. The following is considered student directory information:

1. Name
2. Home address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of person in athletics
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended

STUDENT RIGHTS RELATED TO RECORDS

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar, Vice President, Academic Dean, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 20202-5901

BUCKLEY AMENDMENT WAIVER

Students may grant permission to Copiah-Lincoln Community College personnel to provide information to parents or legal guardians and/or to other parties designated on any and all matters pertaining to curriculum, grades, and financial statements. A Buckley Amendment Waiver (FERPA) Form is available in the Office of Enrollment Services at the Wesson campus, Natchez campus and the Simpson County Center.

CLASSROOM CODE OF CONDUCT

Cell phones may be allowed in the classroom for instructional use only. Students must receive permission from the instructor for cell phone use. Students found in violation of this policy will be notified by the instructor (written or verbal). The instructor will then turn in student's name, ID# and class code by e-mail to the appropriate campus personnel. Students will receive a \$25 fine for this violation. Multiple offenses will result in increased fine amounts. Cell phones are also prohibited in the eLearning proctor labs.

Plagiarism shall be a violation of the student code of conduct and is subject to consequences stated in the instructor's syllabus and the Disciplinary Sanctions section of the Student Handbook. Plagiarism is the presenting of words or ideas of others without giving proper credit. In addition to being a violation of the student code of conduct, plagiarism is both unethical and illegal. When a student puts his name on a piece of writing, the reader assumes that student is responsible for the information, wording, and organization. A writer cannot copy direct quotations without providing quotation marks and without acknowledging the source. Paraphrasing material or using an original idea that is not properly introduced is the most common type of plagiarism.

The college prohibits dishonesty such as cheating, plagiarism or knowingly furnishing false information to the officials or faculty of the college or their representatives. Cheating is subject to consequences stated in the instructor's syllabus and the Disciplinary Sanctions section on page 154 of the Student Handbook portion of this catalog:

1. First offense - grade of "0" for the assignment and the documents should be forwarded to the appropriate Dean/Vice President where the student will be placed on instructional/disciplinary probation.
2. Second offense - documentation should be forwarded to the appropriate Dean/Vice President. The student will be administratively withdrawn from the course for that semester in cases of a repeat offense in that course.
3. Third offense - student will be referred to the Dean of Students/Vice President for appropriate action, up to dismissal from the college.

Using an electronic device or other material without permission during an exam will be considered cheating regardless of intent. Other forms of cheating will include, but are not limited to: having information available in any non-approved form, such as papers, books, notes, materials hidden in apparel, written on self or desks, tabbing out to another computer screens, looking at other students' work, communicating with other students in any manner.



Academic/University Transfer and Associate Degree Nursing Program

ACADEMIC/UNIVERSITY TRANSFER

Copiah-Lincoln Community College offers a wide variety of academic courses at the freshman and sophomore level. These courses are equivalent to corresponding courses taught at universities and will transfer to public Mississippi Institutions of Higher Learning per the Articulation Agreement which has been in place in Mississippi for several decades.

In selecting specific courses each term, all students are encouraged to refer to the catalog of the university to which he or she is planning to transfer as well as the Articulation Agreement found at: <http://matttransfertool.com>.

SUGGESTED COURSE SCHEDULE FOR ENTERING FRESHMEN

All academic students are assigned a Faculty Advisor based on the selected program of study. Each student should work with his/her advisor when selecting courses each semester in order to meet graduation requirements and to select recommended courses.

Below is a “suggested” schedule for entering freshmen who are enrolling in academic courses. Taking courses in this order is not a requirement. (Developmental courses do not count toward graduation but are counted in the GPA calculation.)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1313 College Algebra (or higher)	3	Science Elective (Lecture)	3
Science Elective (Lecture)	3	Science Elect. (Corresponding Lab)	1
Science Elect. (Corresponding Lab)	1	Social Science Elective	3
Social Science Elective	3	<u>General Electives</u>	<u>5</u>
LLS 1311 Orientation	1	Semester Total	15
<u>General Elective</u>	<u>1</u>		
Semester Total	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Fine Arts Elective	3	Humanities Elective	3
SPT 1113 Public Speaking I	3	<u>General Electives</u>	<u>12</u>
Humanities Elective	3	Semester Total	15
<u>General Electives</u>	<u>6</u>		
Semester Total	15		

TOTAL HOURS FOR ASSOCIATE IN ARTS DEGREE: 60*

**The suggested schedule above is for an Associate in Arts Degree. For those seeking an Associate in Science Degree, please refer to the degree plan checklist which requires more mathematics and science with lab courses and less in other categories. See Associate in Science graduation requirements located on page 24.*

GENERAL ELECTIVES

Academic courses can be selected as general electives. All academic courses are listed in this publication in the section entitled Academic Course Descriptions. (No Career-Technical Education Courses can be selected for general electives for academic programs of study.) Faculty Advisors can provide assistance in selecting recommended general elective courses.

HUMANITIES ELECTIVES

HIS 1163 World Civilization I	ENG 2133 Creative Writing I
HIS 1173 World Civilization II	ENG 2153 Traditional Grammar
HIS 1613 African-American History	ENG 2223 American Literature I
HIS 2213 American (U.S.) History I	ENG 2233 American Literature II
HIS 2223 American (U.S.) History II	ENG 2323 British Literature I
PHI 1113 Old Testament Survey	ENG 2333 British Literature II
PHI 1133 New Testament Survey	ENG 2423 World Literature I
PHI 2113 Intro. to Philosophy I	ENG 2433 World Literature II
PHI 2143 Introduction to Ethics	ENG 2523 African-American Lit. I

SCIENCE ELECTIVES (LECTURE AND LAB MUST MATCH)

BIO 1113 Principles of Biology I	BIO 1111 Principles of Biology I, Lab
BIO 1123 Principles of Biology II	BIO 1121 Principles of Biology II, Lab
BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
BIO 1143 General Biology II	BIO 1141 General Biology II, Lab
BIO 1513 Principles of A & P	BIO 1511 Principles of A & P I, Lab
BIO 2213 Intro. to Marine Science	BIO 2211 Intro. to Marine Science, Lab
BIO 2413 Zoology I	BIO 2411 Zoology I, Lab
BIO 2513 Anatomy & Physiology I	BIO 2511 Anatomy & Physiology I, Lab
BIO 2523 Anatomy & Physiology II	BIO 2521 Anatomy & Physiology II, Lab
BIO 2613 Cell Biology	BIO 2611 Cell Biology, Lab
BIO 2923 Microbiology	BIO 2921 Microbiology, Lab
CHE 1313 Principles of Chemistry	CHE 1311 Principles of Chemistry, Lab
CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
CHE 1223 General Chemistry II	CHE 1221 General Chemistry II, Lab
CHE 2423 Organic Chemistry I	CHE 2421 Organic Chemistry I, Lab
CHE 2433 Organic Chemistry II	CHE 2431 Organic Chemistry II, Lab
GLY 1113 Physical Geology	GLY 1111 Physical Geology, Lab
PHY 1113 Intro. to Astronomy	PHY 1111 Intro. to Astronomy, Lab
PHY 2243 Physical Science I	PHY 2241 Physical Science I, Lab
PHY 2253 Physical Science II	PHY 2251 Physical Science II, Lab
PHY 2313 Physics I (Engineering Physics I) Lecture/Lab	
PHY 2323 Physics II (Engineering Physics II) Lecture/Lab	
PHY 2333 Physics III (Engineering Physics III) Lecture/Lab	
PHY 2413 General Physics I	PHY 2411 General Physics I, Lab
PHY 2423 General Physics II	PHY 2421 General Physics II, Lab
PHY 2414 General Physics I, Lecture/Lab	PHY 2514 General Physics I-A, Lecture/Lab
PHY 2424 General Physics II, Lecture/Lab	PHY 2524 General Physics II-A, Lecture/Lab

SOCIAL SCIENCE ELECTIVES

EPY/PSY 2513 Child Psychology	SOC 2113 Intro. to Sociology
EPY/PSY 2523 Adolescent Psychology	SOC 2133 Social Problems
EPY/PSY 2533 Human Growth & Dev.	SOC 2143 Marriage and Family
CRJ 1313 Intro. to Criminal Justice	ECO 2113 Prin. of Macroeconomics
CRJ 1323 Police Admin. and Organization I	ECO 2123 Prin. of Microeconomics
CRJ 1363 Intro. to Corrections	GEO 1113 World Regional Geography
CRJ 2513 Juvenile Justice	PLG 1113 Intro. to Paralegal
PSY 1513 General Psychology	SWK 1113 Social Work, A Helping Profession
PSY 2553 Psychology of Personal Adj.	

PSY/SOC/SWK 2223 Perspectives on Child Maltreatment of Child Advocacy
 PSC 1113 American National Gov. PSC 1123 State & Local Gov.

FINE ARTS ELECTIVES

ART 1113 Art Appreciation MUS 1113 Music Appreciation
 SPT 2233 Theatre Appreciation

MATHEMATICS ELECTIVES

MAT 1323 Trigonometry	MAT 1343 Pre-Calculus
MAT 1513 Business Calculus I	MAT 1613 Calculus I
MAT 1623 Calculus II	MAT 1723 Real Number System
MAT 1733 Geometry, Measurement & Probability	MAT 1743 Problem Solving w/Real Numbers
MAT 1753 Quantitative Reasoning	MAT 2113 Introduction to Linear Algebra
MAT 2323 Statistics	MAT 2613 Calculus III
MAT 2623 Calculus IV	MAT 2913 Differential Equations

LIST OF ACADEMIC/UNIVERSITY TRANSFER WITH SUGGESTED CONCENTRATION OPTIONS

Please consult the curriculum from the catalog of the university to which you plan to transfer for specific program requirements that can be taken at Copiah-Lincoln Community College.

ACCOUNTING

ACC 2213 Principles of Accounting I	ACC 2223 Principles of Accounting II
ECO 2113 Principles of Macroeconomics	ECO 2123 Principles of Microeconomics
BAD 2323 Business Statistics	BAD 2113 Intro. to International Bus.
BAD 2413 Legal Environment of Business	BAD 2813 Business Communications
CSC 1123 Computer Applications I	BAD 2853 Business Ethics
MAT 1513 Business Calculus I	
LITERATURE ELECTIVE 3 Hrs.	

AGRICULTURAL BUSINESS

BIO 1111 Principles of Biology I, Lab	BIO 1113 Principles of Biology I
BIO 1121 Principles of Biology II, Lab	BIO 1123 Principles of Biology II
MAT 1513 Business Calculus I	BAD 2413 Legal Environment of Business
ECO 2113 Principles of Macroeconomics	ECO 2123 Principles of Microeconomic
ACC 2213 Principles of Accounting I	ACC 2223 Principles of Accounting II
MAT 2323 Statistics	MFL 1213 Spanish I
or BAD 2323 Business Statistics	or PHI 2113 Introduction to Philosophy I

AGRICULTURE ED LEADERSHIP & COMMUNICATION

BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
BIO 1143 General Biology II	BIO 1141 General Biology II, Lab
CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
CHE 1223 General Chemistry II	CHE 1221 General Chemistry II, Lab
AGR 1214 Animal Science	AGR 1313 Plant Science
AGR 2713 Principles of Agricultural Economics	MAT 1323 Trigonometry
or ECO 2113 or 2123	

AGRICULTURE SCIENCE

BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
CHE 1223 General Chemistry II	CHE 1221 General Chemistry II, Lab
CSC 1123 Computer Applications I	HPR GENERAL ACTIVITY 2 Hrs
AGR ELECTIVES 12 Hrs.	

ARCHITECTURE

MAT 1323 Trigonometry

MAT 1513 Business Calculus I or MAT 1613 Calculus I

ART 1313 Drawing I

ART 2713 Art History I

PHY 2413 General Physics I

PHY 2423 General Physics II

ART 1323 Drawing II

ART 2723 Art History II

PHY 2411 General Physics I, Lab

PHY 2421 General Physics II, Lab

ART

ART 1313 Drawing I

ART 1433 Design I

ART 1453 Three-Dimensional Design

ART 2713 Art History I

ART 1811/1821 Exhibition Class I & II

ART 1323 Drawing II

ART 1443 Design II

ART 1513 Computer Art

ART 2723 Art History II

ART 2811/2821 Exhibition Class III & IV

BIOLOGY /SCIENCE EDUCATION (For Pre-Dental, Pre-Medical, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Veterinary)

BIO 1133 General Biology I

BIO 1143 General Biology II

CHE 1213 General Chemistry I

CHE 1223 General Chemistry II

CHE 2423 Organic Chemistry I

CHE 2433 Organic Chemistry II

MAT 1323 Trigonometry

MAT 1613 Calculus I

BIO 1131 General Biology I, Lab

BIO 1141 General Biology II, Lab

CHE 1211 General Chemistry I, Lab

CHE 1221 General Chemistry II, Lab

CHE 2422 Organic Chemistry I, Lab

CHE 2432 Organic Chemistry II, Lab

BUSINESS ADMINISTRATION (Economics, Entrepreneurship, Finance, International Business, Management, and Marketing)

BAD 1113 Introduction to Business

BAD 2113 Introduction to International Business

BAD 2413 Legal Environment of Business

ACC 2223 Principles of Accounting II

ECO 2113 Principles of Macroeconomics

CSC 1123 Computer Applications I

MAT 1513 Business Calculus I

BAD 2853 Business Ethics

BAD 2323 Business Statistics

BAD 2813 Business Communications

ACC 2213 Principles of Accounting I

ECO 2123 Principles of Microeconomics

PSC 1113 American National Government

LITERATURE ELECTIVE 3 Hrs.

CHEMISTRY

CHE 1213 General Chemistry I

CHE 1223 General Chemistry II

CHE 2423 Organic Chemistry I

CHE 2433 Organic Chemistry II

PHY 2413 General Physics I

PHY 2423 General Physics II

ENG 2423 World Literature I

MAT 1613 Calculus I

CHE 1211 General Chemistry I, Lab

CHE 1221 General Chemistry II, Lab

CHE 2421 Organic Chemistry I, Lab

CHE 2431 Organic Chemistry II, Lab

PHY 2411 General Physics I, Lab

PHY 2421 General Physics II, Lab

ENG 2433 World Literature II

MAT 1623 Calculus II

COMMUNICATIONS (Communications, Journalism, Public Relations)

COM 1423 Introduction to Broadcasting

COM 2483 Introduction to Mass Communication

JOU 1313 News Writing & Reporting I

MFL 1213 Spanish I

SPT 2173 Interpersonal Communication

JOU 1323 News Writing & Reporting II

MFL 1223 Spanish II

SPT 2233 Theatre Appreciation

COMPUTER SCIENCE

BIO 1133 General Biology I

CHE 1213 General Chemistry I

BIO 1131 General Biology I, Lab

CHE 1211 General Chemistry I, Lab

CSC 1613 Computer Programming I
 CSC 2134 Programming I with “C++”
 CSC 2833 Discrete Structures
 MAT 1613 Calculus I
 MAT 2113 Linear Algebra
 PHY 2313 Physics I (Engineering Physics I) combined lecture and lab
 PHY 2323 Physics II (Engineering Physics II) combined lecture and lab

CSC 2623 Computer Programming II”
 CSC 2144 Programming II with “C++”
 CSC 2844 Data Structures
 MAT 1623 Calculus II
 MAT 2613 Calculus III

CRIMINAL JUSTICE

CRJ 1313 Introduction to Criminal Justice
 CRJ 1363 Introduction to Corrections
 PHI 2113 Introduction to Philosophy I

CRJ 1323 Police Adm. & Organization I
 CRJ 2513 Juvenile Justice

ELEMENTARY EDUCATION/SPECIAL EDUCATION

ENG 2153 Traditional Grammar
 GEO 1113 World Regional Geography
 MAT 1733 Geometry, Measurement, & Probability
 MAT 1743 Problem Solving with Real Numbers
 BIOLOGY (Lecture/Lab) 4 Hrs.
 LITERATURE SEQUENCE 6 Hrs.

PSY 2533 Human Growth & Development
 MAT 1723 Real Number System
 PSY 1513 General Psychology
 SOC 2113 Introduction to Sociology
 PHYSICAL SCIENCE (Lecture/Lab) 4 Hrs.

ENGLISH

LITERATURE SEQUENCE 12 Hrs.
 HISTORY SEQUENCE 6 Hrs.
 MODERN FOREIGN LANGUAGE SEQUENCE 12 Hrs.

ENTERTAINMENT INDUSTRY

MUS 1133 Fundamentals of Music
 MUS 1313 Introduction to Music Industry
 MUS 1423 Survey of Popular Music
 PHY 2243 Physical Science I
 PHY 2253 Physical Science II
 ACC 2213 Principles of Accounting I

MUS 1233 Commercial Music Theory
 MUS 1413 Basic Computer Skills- Musicians
 ECO 2123 Principles of Microeconomics
 PHY 2241 Physical Science I, Lab
 PHY 2251 Physical Science II, Lab

FOREIGN LANGUAGE (Spanish)

MFL 1213 Spanish I
 MFL 2213 Spanish III
 PHI 2113 Introduction to Philosophy I
 LITERATURE SEQUENCE 6 Hrs.

MFL 1223 Spanish II
 MFL 2223 Spanish IV

GRAPHIC DESIGN

ART 1313 Drawing I
 ART 1433 Design I
 ART 1453 Three-Dimension Design
 ART 2713 Art History I
 ENG 2423 World Literature I

ART 1323 Drawing II
 ART 1443 Design II
 ART 1513 Computer Art
 ART 2723 Art History II
 ENG 2433 World Literature II

HEALTH, PHYSICAL EDUCATION, AND RECREATION (Pre-Athletic Training, Kinesiology, Exercise Science, Coaching, Teaching, and Sports Administration)

HPR 1213 Personal and Community Health
 HPR 1313 Introduction to Kinesiology/Health, Physical Education & Recreation
 HPR 1593 Concepts of Physical Activity, Wellness, and Nutrition
 HPR 2213 First Aid and CPR
 HPR 2723 Prevention and Care of Athletic Injuries
 CSC 1113 Computer Concepts **OR** CSC1123 Computer Applications I
 EPY 2533 Human Growth and Development MAT 2323 Statistics

BIO 1613 Nutrition
BIO 1133 General Biology I
BIO 1143 General Biology II
BIO 2513 Anatomy & Physiology I
BIO 2523 Anatomy & Physiology II
CHE 1213 General Chemistry I

BIO 1131 General Biology I, Lab
BIO 1141 General Biology II, Lab
BIO 2511 Anatomy & Physiology I, Lab
BIO 2521 Anatomy & Physiology II, Lab
CHE 1211 General Chemistry I, Lab

HISTORY/SOCIAL SCIENCE EDUCATION

MFL 1213 Spanish I
MFL 2213 Spanish III
HIS 2213 American History I
PHI 2113 Introduction to Philosophy I

MFL 1223 Spanish II
MFL 2223 Spanish IV
HIS 2223 American History II

MATHEMATICS

MAT 1613 Calculus I
MAT 2613 Calculus III
MAT 2913 Differential Equations
BIO 1133 General Biology I
BIO 1143 General Biology II
CHE 1213 General Chemistry I
CHE 1223 General Chemistry II
PHY 2413 General Physics I
CSC 2134 Programming I with "C++"

MAT 1623 Calculus II
MAT 2623 Calculus IV
BIO 1131 General Biology I, Lab
BIO 1141 General Biology II, Lab
CHE 1211 General Chemistry I, Lab
CHE 1221 General Chemistry II, Lab
PHY 2411 General Physics I, Lab
CSC 1613 Computer Programming I
CSC 2623 Computer Programming II

MUSIC MAJOR/MUSIC EDUCATION

Recital class, Piano, Music Theory, Applied Instrument, Ensemble
LITERATURE ELECTIVE 3 Hrs.

PARALEGAL STUDIES

BAD 2413 Legal Environment of Business
CSC 1113 Computer Concepts **OR** CSC1123 Computer Applications I
MAT 2323 Statistics
MFL 1213 Spanish I
MFL 2213 Spanish III
PLG 1113 Introduction to Paralegal Studies
LITERATURE SEQUENCE 6 Hrs.

MFL 1223 Spanish II
MFL 2223 Spanish IV
PSC 1113 American National Government

PHYSICS

CHE 1213 General Chemistry I
CHE 1223 General Chemistry II
ENG 2423 World Literature I
PHY 2313 Physics I
PHY 2323 Physics II
MAT 1613 Calculus I
MAT 2613 Calculus III
MAT 2913 Differential Equations
CSC 1613 Computer Programming I

CHE 1211 General Chemistry I, Lab
CHE 1221 General Chemistry II, Lab
ENG 2433 World Literature II
PHY 2333 Physics III
MAT 1623 Calculus II
MAT 2623 Calculus IV

PRE-ASSOCIATE DEGREE NURSING

See Division of Associate Degree Nursing in catalog.

PRE-ENGINEERING

EGR 1113 Intro. to Engineering
EGR 2423 Engineering Mechanics I: Statics
EGR 2453 Mechanics of Materials
CHE 1211 General Chemistry I, Lab

EGR 1123 Intro. to Engineering Design
EGR 2433 Engineering Mech. II Dynamics
CHE 1213 General Chemistry I
CHE 1223 General Chemistry II

CHE 1221 General Chemistry II, Lab
 MAT 1623 Calculus II
 MAT 2623 Calculus IV

MAT 1613 Calculus I
 MAT 2613 Calculus III
 MAT 2913 Differential Equations

POLITICAL SCIENCE/PRE-LAW

Law schools require a bachelor's degree before a person can be admitted. Traditional programs of study for pre-law students have been business administration, political science, history, paralegal, etc.

MFL 1213 Spanish I
 ECO 2113 Principles of Macroeconomics
 PHI 2113 Introduction to Philosophy I

MFL 1223 Spanish II
 ECO 2123 Principles of Microeconomics
 PSC 1113 American National Government

PRE-NURSING (B.S. Degree Program)

BIO 1613 Nutrition
 BIO 1133 General Biology I
 BIO 2513 Anatomy & Physiology I
 BIO 2523 Anatomy & Physiology II
 BIO 2923 Microbiology
 CHE 1213 General Chemistry I
 ENG 2423 World Literature I
 MAT 2323 Statistics

BIO 1131 General Biology I, Lab
 BIO 2511 Anatomy & Physiology I, Lab
 BIO 2521 Anatomy & Physiology II, Lab
 BIO 2921 Microbiology, Lab
 CHE 1211 General Chemistry I, Lab
 EPY 2533 Human Growth and Development
 SOC 2143 Marriage and Family

PSYCHOLOGY

PSY 2223 Perspective on Child Maltreatment of Child Advocacy

PSY 2553 Psychology of Personal Adjustment

MFL 1213 Spanish I

MFL 2213 Spanish III

CSC 1113 Computer Concepts or higher

MFL 1223 Spanish II

MFL 2223 Spanish IV

SECONDARY EDUCATION

Students who wish to teach in the secondary school should select the program for a specific teaching area, such as: Biology, English, History, Mathematics, etc.

SOCIAL WORK

SWK 1113 Social Work: A Helping Profession

SWK 2223 Perspective on Child Maltreatment of Child Advocacy

CSC 1123 Computer Applications I

PSC 1113 American National Government

BIO 1133 General Biology I

BIO 1143 General Biology II

MODERN FOREIGN LANGUAGE SEQUENCE 6-12 Hrs.

BIO 1131 General Biology I, Lab

BIO 1141 General Biology II, Lab

SOCIOLOGY

BIO 1113 Principles of Biology I

PHY 2243 Physical Science I

MFL 1213 Spanish I

CSC 1123 Computer Applications I

SOC 2223 Perspective on Child Maltreatment of Child Advocacy

LITERATURE SEQUENCE 6 Hrs.

BIO 1111 Principles of Biology I, Lab

PHY 2241 Physical Science I, Lab

MFL 1223 Spanish II

PHI 2113 Intro. to Philosophy I

SPEECH PATHOLOGY

MFL 1213 Spanish I

MFL 2213 Spanish III

ENG 2423 World Literature I

BIO 1133 General Biology I

PHY 2243 Physical Science I

ECO 2113 Principles of Macroeconomics

PSC 1113 American National Government, *or* GEO 1113 World Regional Geography

MFL 1223 Spanish II

MFL 2223 Spanish IV

ENG 2433 World Literature II

BIO 1131 General Biology I, Lab

PHY 2241 Physical Science I, Lab

ECO 2123 Principles of Microeconomics

DIVISION OF ASSOCIATE DEGREE NURSING

MARY ANN FLINT, RN, MSN, DIRECTOR

The philosophy, purpose, and outcomes of the nursing program reflect those of the parent institution, Copiah-Lincoln Community College. The Division of Associate Degree Nursing is designed to advance the overall purpose of the college by providing educational opportunities to qualified students for a career in nursing. The mission/purpose of the Division of Associate Degree Nursing Program is to provide a student-centered educational milieu consisting of quality instruction and high expectations to residents from the college service area and beyond who seek to become registered nurses. Graduates of the program are prepared to function at entry-level positions as providers of care, managers of care, and members within the discipline of nursing. The Associate Degree Nursing program at Copiah-Lincoln Community College at the Wesson Campus located in Wesson, MS is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326; Phone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Associate Degree Nursing program is also accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi, 3825 Ridgewood Road, Jackson, MS 39211, (601) 432-6486, www.mississippi.edu/nursing

Upon successful completion of the program, the graduate is awarded an Associate in Applied Science Degree in Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). MS State Board of Nursing, 713 S. Pear Orchard Road, Plaza II, Suite 300, Ridgeland, MS 39157, (601) 957-6300, www.msbn.ms.gov

ADMISSIONS CRITERIA

1. All applicants must be high school graduates or submit passing GED scores to apply for regular admission to the college.
2. The applicant must apply for regular admission and be accepted by the college, and must apply to the nursing division of the college.
3. The applicant must apply to the nursing program by submitting a completed application packet to the nursing program office during the annual admissions cycle. **Application packets to the nursing program are accepted January 1st to April 5th each Spring. All applications and related paperwork must be complete and on file in the ADN Office by April 5th each year to be considered for a position in the Fall nursing class. The applicant is responsible for ensuring that the application packet is received, accurate, and complete.**
4. All applicants must have a cumulative GPA of 2.50 or higher on a 4.00 scale for all previous college work attempted **AND** have an ACT composite score of 18 or higher. **Submission of an ACT score is required for this program.**
5. All prerequisite courses (Anatomy & Physiology I & II with labs, College Algebra, & Microbiology with lab) must be completed prior to entering the nursing program. Prerequisites must have been taken within 8 years of application year with a minimum grade of "C", and admissions criteria met by application deadline for an application to be considered. The applicant can be enrolled in final prerequisites at the time of applying. In exceptions, the applicant can be admitted into the program pending summer completion of final prerequisites.
6. If the applicant is not accepted and is interested in re-applying to the program, a new application must be submitted to the Associate Degree Nursing Program during the annual admissions cycle. A waiting list is not maintained.
7. Selection for the ADN Program is based upon the applicant's cumulative grade point average on all college work attempted, ACT composite score, references, and enrollment at Co-Lin (current or previous). Priority is given to in-district residents, out-of-district Mississippi residents, then, out-of-state residents. In-district counties are Adams, Copiah, Franklin, Lawrence, Lincoln, Jefferson, and Simpson. All applicants are notified by letter of their acceptance or non-acceptance into the nursing program.

2. If accepted, all applicants must participate in drug and alcohol testing, and a criminal history background check. (Criminal history complies with MS Code Section 43-11-13(5)(6)(iii).

PROGRESSION POLICY

A student is required to complete all nursing courses within a level with a grade of “C” or higher to progress to the next level. During the program of study, a student is only allowed one re-entry, repeating one nursing course. Additionally, a student must complete all required courses in the degree plan with a grade of “C” or higher to be eligible for progression and graduation.

GRADUATION REQUIREMENTS

To meet graduation requirements for the Associate in Applied Science Degree in Nursing, a student must complete all courses in the nursing degree plan with a grade of “C” or higher and have a 2.0 quality grade point average on all hours attempted during the program of study.

COMPREHENSIVE NURSING EXAM

To facilitate students’ success on the RN licensing exam, Copiah-Lincoln Community College administers a comprehensive nursing exam (also known as an exit exam and/or mock nursing boards) in the final semester that is part of the required course requirements. The exam is designed to measure students’ ability in applying concepts related to nursing in a comprehensive manner. Students are required to achieve a certain score and/or participate in mandatory remediation activities in order to pass the course and meet graduation requirements.

TRANSFER/ADVANCED PLACEMENT

A student’s request for transfer or advanced placement in Co-Lin’s ADN program will be evaluated by the ADN Admissions Committee and the Director on an individual basis. Only one semester of academic credit totaling 12 hours may be transferred. NOTE: It is the student’s responsibility to provide appropriate materials, such as transcripts and course syllabi, for evaluation and review.

CLINICAL AFFILIATIONS

A wide variety of acute, community, and long-term health care facilities in the Copiah-Lincoln Community College district and in the greater Jackson area are utilized to promote the ADN program’s outcomes. Students are responsible for transportation and expenses to and from these clinical facilities.

ADDITIONAL FEES AND EXPENSES

The regular college fees are listed in the General Information section of the catalog. There are additional costs specific to the Associate Degree Nursing Division. The following estimated costs do not include tuition expenses. These additional costs are an estimate only and are subject to change.

*ADN Program Fee	\$300.00/semester	Annual Physical Exam and	
Books	\$3,400.00	Misc. (copying, books, etc.)	\$300.00
*Graduation Fee	\$40.00	Immunizations	\$300.00
Uniforms and Accessories.....	\$300.00	State Board Application	\$300.00
*Malpractice Insurance/yearly	\$15.00	*Activity Fee	\$40.00
Graduation Pin & Pictures	\$300.00	Standardized Tests	\$140.00/semester
CPR per year	\$40.00	Drug Testing	\$40.00
Clinical Travel, Meals, etc.	varies	Criminal History Processing	\$50.00

*Fees paid to the college

ASSOCIATE DEGREE NURSING CURRICULUM

Prerequisite Courses

BIO 2513 Anatomy & Physiology I.....	3
BIO 2511 Anatomy & Physiology I, Lab	1
MAT 1313 College Algebra	3
BIO 2523 Anatomy & Physiology II	3
BIO 2521 Anatomy & Physiology II, Lab	1
BIO 2923 Microbiology	3
BIO 2921 Microbiology, Lab.....	1
	15

General Education Courses

ENG 1113 English Composition I	3
PSY 1513 General Psychology	3
PSY/EPY 2533 Human Growth & Dev	3
Humanities/Fine Arts Elective	3
	12

General Education Courses: In addition to the prerequisite courses, the student must complete 12 hours of general education courses with a grade of “C” or higher to meet degree requirements. General education courses can be completed prior to applying to the nursing program, or in conjunction with the nursing core courses once admitted to the nursing program. It is recommended that most general education courses be completed prior to application, but not required.

CORE NURSING COURSES

FIRST YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
NUR 1119 Fundamentals of Nursing.....	9	NUR 1219 Medical Surgical Nursing I.....	9
NUR 1113 Pharmacology	3		9
	12		

SECOND YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
NUR 2316 Maternal Newborn Nursing	6	NUR 2414 Psychiatric Mental Health Nursing	4
NUR 2326 Pediatric Nursing	6	NUR 2426 Medical Surgical Nursing II	6
	12	NUR 2432 NCLEX Preparation	2
			12

Total Required Nursing Hours	45
Total General Education Hours.....	27
Total Requisite Hours	72



Career and Technical Education Programs

DIVISION OF CAREER AND TECHNICAL EDUCATION

MR. BRENT DUGUID, DEAN OF CAREER, TECHNICAL AND WORKFORCE EDUCATION

Career education programs at Copiah-Lincoln Community College are designed to prepare the student for entry-level employment in a specific occupation. The college awards a career certificate upon successful completion of the curriculum.

Technical education programs are designed to prepare students for employment upon completion of the specified program curriculum. Students are then eligible to receive the Associate in Applied Science Degree.

Several Career and Technical Programs require students to meet special entrance requirements. These requirements are stated in the following curriculum descriptions.

CAREER AND TECHNICAL EDUCATION PROGRAMS

The primary objective of Copiah-Lincoln Community College is to provide Career and Technical Programs designed to prepare the student for immediate employment. In keeping with this objective, a wide variety of Career and Technical Programs are offered on both the Wesson and Natchez Campuses and the Simpson County Center. ACT requirements are listed for each program.

Program Name	ACT	Short-Term Career Certificate	Career Certificate	Technical Certificate	Associate Degree
Automation & Control Engineering Technology (W-N-S)	14				x
Automotive Technology (W)	*			x	x
Business & Marketing Management Technology (N)	*				x
Business & Office Technology: Accounting Technology Option (W-N-S)	14		x	x	x
Business & Office Technology: Administrative Office Tech. Option (W-N-S)	14		x	x	x
Business & Office Technology: Business Manage. Tech. Option (W-N-S)	14		x	x	x
Business & Office Technology Health-Care Data Tech. Option (N)	14		x		
Commercial Truck Driving (W)	-	x			
Construction Equipment Operation (W)	-		x		
Cosmetology (W)	*		x		
Cosmetology Teacher Trainer (W)			x		
Culinary Arts Technology (W)	**14		x	x	x
Cybersecurity & Networking Technology (W)	16		x	x	x
Cybersecurity Technology (N)	18		x	x	x
Diesel Equipment Technology (W-N)	*			x	x
Early Childhood Education Technology (W-S)	**14				x

Electrical Technology (W)	14			x	x
Electronics Engineering Technology (W)	14				x
Emergency Medical Technology (W)	16	x			
Paramedic (W)	16			x	x
Heating Ventilation, Air Conditioning and Refrigeration Technology (W-N)	- *		x	x	x
Medical Laboratory Technology (W)	**18				x
Medical Radiologic Technology (W)	*18				x
Military Technology (W)					x
Practical Nursing (W-N-S)	16		x		
Precision Manufacturing & Machining Technology (W)	*		x	x	x
Respiratory Care Technology (N)	18				x
Welding (W-N-S)	-		x		

- No high school diploma or high school equivalency diploma required (must meet minimum Next-Generation ACCUPLACER requirements)

* ACT scores required (no minimum)

** Recommended ACT Score

(W) (N) (S) Wesson Campus, Natchez Campus, Simpson County Center

Special interest and special short-term career courses and workshops are offered when the demand and interest are shown for offering such courses. Students enrolled in technical programs must select from the following general education electives:

MATH/SCIENCE ELECTIVE

BIO 1113	Principles of Biology I
BIO 1111	Principles of Biology I Lab
BIO 1123	Principles of Biology II
BIO 1121	Principles of Biology II Lab
BIO 1133	General Biology I
BIO 1131	General Biology I Lab
BIO 1143	General Biology II
BIO 1141	General Biology II Lab
BIO 1511	Principles of A & P I Lab
BIO 1513	Principles of A & P I
BIO 2213	Introduction to Marine Science
BIO 2211	Introduction to Marine Science Lab
CHE 1213	General Chemistry I
CHE 1211	General Chemistry I Lab
CHE 1313	Principles of Chemistry I
CHE 1311	Principles of Chemistry I Lab
MAT 1313	College Algebra
MAT 1753	Quantitative Reasoning
PHY 2243	Physical Science Survey I or
PHY 2253	Physical Science Survey II
PHY 2241	Physical Science Survey I Lab or
PHY 2251	Physical Science Survey II Lab

SOCIAL/BEHAVIORAL SCIENCE ELECTIVE

SOC 2113	Introduction to Sociology
PSY 1513	General Psychology
PSY 2553	Psychology of Personal Adjustment
PSC 1113	American National Government

HUMANITIES/FINE ARTS ELECTIVE

ART 1113	Art Appreciation
MUS 1113	Music Appreciation
ENG 2323	British Literature I
ENG 2333	British Literature II
ENG 2223	American Literature I
ENG 2233	American Literature II
ENG 2423	World Literature I
ENG 2433	World Literature II
ENG 2513	African American Literature I
ENG 2523	African American Literature II
HIS 1163	World Civilization I
HIS 1173	World Civilization II
HIS 2213	American History I
HIS 2223	American History II

COMPUTER TECHNOLOGY ELECTIVE

BOT 1273	Introduction to Microsoft Office
CSC 1113	Computer Concepts or
CSC 1123	Microcomputer Applications I

NURSING ASSISTANT

The Nursing Assistant program is designed to prepare participants for employment upon completion. Students are exposed to a program that will provide knowledge, skills and understanding needed to function as a nursing assistant. The program is taught three (3) days per week from 8 a.m. until 3:30 p.m. for six (6) weeks. Upon completion, the students will receive a certificate from Copiah-Lincoln Community College qualifying them to register with the Mississippi Department of Health for the Certified Nursing Assistant exam.

SERVICES FOR SPECIAL POPULATIONS

Copiah-Lincoln Community College offers support services for students who have an identifiable disability, single parents, displaced homemakers, students enrolled in nontraditional fields of study, individuals with limited English proficiency, and economically disadvantaged students. Some of the services available are:

- Assessment of special needs
- Assessments and surveys
- Basic skills
- Referrals
- Career information
- Career skills

WORK-BASED LEARNING

The Work-Based Learning program creates an opportunity for Career and Technical student placement in worksites which parallel school-based education and training. Students must be enrolled in a Career and Technical Program and must be employed in a related workplace environment.

The Work-Based Learning courses are structured worksite experiences for which the Career and Technical Program area instructor, work-based learning coordinator, and worksite supervisor/mentor develop and implement a training agreement. The training agreement is designed to integrate the student's academic and technical skills into a work environment. Regular meetings and seminars with school and business and industry personnel for supplemental instruction and feedback (progress reviews) will be included. Students receive semester hour credit.

CAREER AND TECHNICAL EDUCATION PROGRAMS

AUTOMATION AND CONTROL ENGINEERING TECHNOLOGY

Automation and Control Technology is an instructional program that provides the student with technical knowledge and skills necessary for gaining employment as an automated manufacturing systems technician in maintenance diagnostics, engineering, or production in an automated manufacturing environment. The focus of this program is on electricity/electronics, fluid power, motors and controllers, programmable controls, interfacing techniques, instrumentation, and automated processes.

This curriculum is designed as a two-year technical program. Graduates of the program will be qualified to seek employment as entry level electronics, instrumentation, robotics, automation, and maintenance technicians. Students who graduate from the program will also be better prepared to continue their education in advanced engineering related fields.

Special admission requirements:

- 1. Minimum ACT composite of 14.
- 2. Meet requirements for Intermediate Algebra.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IAT 1113 Intro to Automation & Controls	3	IAT 1143 Fluid Power	3
IAT 1153 Motor Control for AUT	3	IAT 1163 Manufacturing Skills for AUT	3
EET 1114 DC Circuits	4	EET 1123 AC Circuits	3
ENG 1113 English Composition I	3	EET 1334 Solid State Devices & Circuits	4
MAT 1313 College Algebra	3	Approved Soc./Behav. Science Elective	3
	16		16

SUMMER

First Semester	Semester Hours
IAT 2913 Special Projects <i>OR</i>	
IAT 2923 Supervised Work Experience	3
	3

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EET 1363 Microcontrollers	3	ELT 2623 Advanced Programmable	3
IAT 2113 Programmable Logic Controller	3	IAT 2123 Control Systems II	3
IAT 1173 Control Systems I	3	IAT 1123 Electrical Wiring/Auto & Controls	3
IAT 2133 Solid State Motor Controls	3	SPT 1113 Public Speaking I	3
	12	Approved Humanities/Fine Arts Elective	3
			15

Completion Award: Associate in Applied Science Degree

AUTOMOTIVE TECHNOLOGY

This instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, and fuel, electrical, cooling, brake, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. This program is certified by the National Institute of Automotive Service Excellence.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ATT 1124 Basic Elec./Electronic Systems.....	4	ATT 1134 Advanced Elec./Electronic Sys.....	4
ATT 1424 Engine Performance I	4	ATT 2334 Steering and Suspension Sys	4
ATT 1714 Engine Repair	4	ATT 2434 Engine Performance II	4
ATT 1811 Intro.,Safety, & Employability Skills...1		Approved Math/Science with lab Elective	3/4
	13	ENG 1113 English Composition I	3
			18/19

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ATT 1214 Brakes	4	ATT 1314 Manual Drive Trains/Transaxles.....	4
ATT 2324 Automatic Transmission	4	ATT 2444 Engine Performance III.....	4
ATT 2614 Heating & Air Conditioning	4	Approved Humanities/Fine Arts Elective	3
SPT 1113 Public Speaking I.....	3	Approved Soc./Behavioral Science Elective	3
	15	ATT 2914 Special Problems in Auto Tech.....	4
			18

Completion Award: **Technical Certificate**
 Associate in Applied Science Degree

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

The Business and Marketing Management Technology Program of study prepares the graduate for a career marketing, professional sales, advertising, management, retail management, entrepreneurship and human resource management. A combination of class work and practical experience gives students the opportunity to acquire the background and skills necessary to enter the business and community workforce in positions leading to mid-management level and higher.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MMT 1113 Principles of Marketing	3	MMT 1123 Marketing Management.....	3
MMT 1313 Selling.....	3	MMT 2213 Principles of Management.....	3
MMT 1413 Merchandising Math.....	3	MMT 2353 Digital Media Applications.....	3
ENG 1113 English Composition I	3	SPT 1113 Public Speaking I.....	3
CSC 1113 Computer Concepts OR		ACC 2213 Principles of Accounting.....	3
CSC 1123 Microcomputer Applications I.....	3		15
	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MMT 2233 HR Management.....	3	MMT 1753 Marketing Seminar	3
MMT 1323 Advertising	3	MMT 2513 Entrepreneurship.....	3
MMT 2323 Internet Marketing	3	MMT 2523 Event Management	3
BAD 2413 Legal Envt.of Business	3	Approved Humanities/Fine Arts Elective	3
Approved Social/Behav. Science Elective	3		15/16
	15		

Completion Award: Associate in Applied Science Degree

Technical Electives

ACC 2223 Accounting II	MFL 1213 Spanish I
BOT 1213 Professional Development	MMT 2343 Marketing Web Page Design
CSC 1123 Microcomputer Applications I	MMT 2423 Retail Management
ECO 2113 Principles of Macroeconomics	MMT 2613 International Marketing
ECO 2123 Principles of Microeconomics	MMT 2913 Internship in Business & Marketing
JOU 1313 Newswriting & Reporting I	Mgmt. Tech

BUSINESS AND OFFICE TECHNOLOGY

ACCOUNTING TECHNOLOGY

The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

Special admission requirements:

- 1. Must have a minimum ACT composite score of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013 Intro.to Keyboarding	3	BOT 1243 Microsoft® Word® II	3
BOT 1233 Microsoft® Word® I.....	3	BOT 1313 Applied Business Math	3
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1823 Microsoft® Excel® I	3
BOT 1433 Business Accounting <i>OR</i>		BOT 2183 Career Readiness	3
ACC 2213 Principles of Accounting I	3	BOT 2433 QuickBooks®	3
BOT 1763 Communication Essentials	3		15
	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1443 Adv. Business Accounting <i>OR</i>		BOT 2463 Payroll Accounting.....	3
ACC 2223 Principles of Accounting II.....	3	BOT 2833 Integrated Computer Applications ...	3
BOT 1493 Social Media Manage/Marketing.....	3	SPT 1113 Public Speaking I.....	3
BOT 1853 Microsoft® Excel® II.....	3	Approved Soc./Behavioral Science Elective	3
ENG 1113 English Composition I	3	Approved Humanities/Fine Arts Elective	3
Approved Math/Science with lab Elective	3/4		15
	15/16		

Completion Award: **Career Certificate**
 Technical Certificate
 Associate in Applied Science Degree

ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology Program is an instructional program designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialists and to fill other positions requiring computer skills such as database management, Web design, and database publishing.

Special admission requirements:

1. Must have a minimum ACT composite score of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013 Intro.to Keyboarding	3	BOT 1243 Microsoft® Word® II	3
BOT 1233 Microsoft® Word® I	3	BOT 1313 Applied Business Math	3
BOT 1273 Intro. to Microsoft® Office®	3	BOT 1823 Microsoft® Excel® I	3
BOT 1433 Business Accounting OR		BOT 2183 Career Readiness	3
ACC 2213 Principles of Accounting I	3	BOT 2433 QuickBooks®	3
BOT 1763 Communication Essentials	3		15
	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1493 Social Media Management	3	BOT 2333 Microsoft® Access®	3
BOT 1853 Microsoft Excel II	3	BOT 2833 Integrated Computer Applications ...	3
BOT 2133 Desktop Publishing	3	SPT 1113 Public Speaking I	3
ENG 1113 English Composition I	3	Approved Soc/Behavioral Science Elective	3
Approved Math/Science with lab Elective	3/4	Approved Humanities/Fine Arts Elective	3
	15/16		15

Completion Award: **Career Certificate**
 Technical Certificate
 Associate in Applied Science Degree

BUSINESS MANAGEMENT TECHNOLOGY

The Business Management Technology Program provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

Special admission requirements:

1. Must have a minimum ACT composite score of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013 Intro.to Keyboarding	3	BOT 1243 Microsoft® Word® II	3
BOT 1233 Microsoft® Word® I.....	3	BOT 1313 Applied Business Math	3
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1823 Microsoft® Excel® I	3
BOT 1433 Business Accounting <i>OR</i>		BOT 2183 Career Readiness	3
ACC 2213 Principles of Accounting I	3	BOT 2433 QuickBooks®	3
BOT 1763 Communication Essentials	3		15
	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1453 Intro. to Business Management.....	3	BOT 2233 Human Resource Management	3
BOT 1493 Social Media Management.....	3	BOT 2833 Integrated Computer Applications ...	3
BOT 2613 Entrepreneurial Problem Solving.....	3	SPT 1113 Public Speaking I.....	3
ENG 1113 English Composition I	3	Approved Soc./Behavioral Science Elective	3
Approved Math/Science with lab Elective	3/4	Approved Humanities/Fine Arts Elective	3
	15/16		15

Completion Award: Career Certificate
Technical Certificate
Associate in Applied Science Degree

HEALTH-CARE DATA TECHNOLOGY

The Health-Care Data Technology program of study is designed to prepare students to work in office positions in hospitals, doctors’ offices, health clinics, and other health-related organizations. The student will develop skills using medical terminology, electronic health records, and computer software applications.

Special admission requirements:

- 1. Must have a minimum ACT composite score of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1313 Applied Business Math	3
BOT 1433 Business Accounting <i>OR</i>		BOT 1823 Microsoft® Excel® I	3
ACC 2213 Principles of Accounting I	3	BOT 2183 Career Readiness	3
BOT 1613 Medical Terminology I.....	3	BOT 2743 Medical Office Concepts.....	3
BOT 1623 Medical Terminology II	3	BOT 2763 Electronic Health Records	3
BOT 1763 Communication Essentials	3		15
	15		

Completion Award: Career Certificate

COMMERCIAL TRUCK DRIVING

The Commercial Truck Driving program is designed to prepare participants for employment in the field of transportation. The participant will learn Department of Transportation rules and regulations, Mississippi requirements for obtaining a commercial driver’s license, and the operations of a semi tractor-trailer. Course consists of classroom and hands-on equipment training. Employability/work maturity and basic educational skills will be taught. The program will operate six hours per day, five days per week for a maximum of 8 weeks. Special admission requirements are as follows:

- 1. At least 21 years of age upon completion of the program.

2. Pass a Department of Transportation (D.O.T.) physical for Commercial Truck Drivers and have the physical capability of reaching clutch and brake pedals while in driver's position.
3. Receive a negative test result on the D.O.T. drug test by a certified laboratory and have the results submitted directly to the college.
4. Official copy of driving record on file.
5. Have a current valid driver's license.
6. If accepted, all applicants must participate in a criminal history background check.

FRESHMAN YEAR

First Semester	Semester Hours
DTV 1114 Commercial Truck Driving I.....	4
DTV 1124 Commercial Truck Driving II	4
*DTV 1137 Commercial Truck Driving Intern	7
	8/15

Completion Award: **Career Certificate (8 weeks)**
 Career Certificate (18 weeks)
 **Additional required courses*

CONSTRUCTION EQUIPMENT OPERATION

This postsecondary instructional program prepares individuals to safely operate and perform preventive maintenance on a variety of construction equipment. The program also includes instruction in digging, ditching, sloping, stripping, grading, back filling, clearing, excavating, and handling of materials. An individual successfully completing this program will have entry-level skills for employment as a construction equipment operator.

Certification by the National Center for Construction Education (NCCER):

This curriculum has been aligned to the National Center for Construction Education and Research (NCCER) Heavy Equipment Operations standards and objectives. Students who study this curriculum under the supervision of an instructor who has been certified by the NCCER are eligible to be tested on each module. Students who successfully pass these tests may be certified by the NCCER instructor and will receive documentation from NCCER. The 30-hour Career Certificate program covers subjects in Core and Level 1. Students who complete the Career Certificate may also complete certain modules from NCCER Level 2 and Level 3 credentials depending upon the local college implementation.

This curriculum offers an accelerated transition pathway at 15 hours and a Career Certificate at 30 hours in Construction Equipment Operations. Students completing this program are prepared for entry-level positions at any construction facility. They will have acquired the basic technical skills in using heavy equipment and have a broadened vocabulary to make the job-specific learning less difficult. They will also possess team-building skills, safety awareness, environmental awareness, communication skills, and computer skills that are critical in the workplace.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CEV 1212 Safety I	2	CEV 1222 Safety II.....	2
CEV 1313 Service & Prev. Maint. I.....	3	CEV 1323 Service & Prev. Maint. II	3
CEV 1416 Equipment Operation I	6	CEV 1426 Equipment Operation II	6
CEV 1514 Grade Work I	4	CEV 1524 Grade Work II	4
	15		15

Completion Award: **Career Certificate**

COSMETOLOGY

The purpose of this program is to train students in all phases of cosmetology. Training includes one year of classroom and laboratory activities which are necessary to become proficient as a cosmetologist. The program is approved by the State Board of Cosmetology.

Instruction includes 230 hours of theory, 1200 hours of practical and 70 unassigned clock hours a total of 1500 hours to be completed in a year.

Upon satisfactory completion of this training a student is eligible to request examination by State Board of Cosmetology to receive license. This course meets eight and one-half hours Monday-Thrusday and four and one-half hours on Friday.

Special admission requirements:

- 1. Complete and have on file a Copiah-Lincoln Community College official application.
- 2. Must have a transcript from an accredited high school showing graduation, or satisfactory scores on the high school equivalency exam, or a transcript from previous college attendance on file.
- 3. Complete a Co-Lin Cosmetology Application on testing date.
- 4. Take Cosmetology Aptitude Test (CSAT) and have an ACT score on file with Copiah-Lincoln Community College.
- 5. If accepted, the applicant must attend cosmetology orientation/pre-registration.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
COV 1123 Cosmetology Orientation.....	3	COV 1255 Cosmetology Science II.....	5
COV 1244 Cosmetology Science I.....	4	COV 1435 Hair Care II.....	5
COV 1426 Hair Care I.....	6	COV 1532 Nail Care II.....	2
COV 1522 Nail Care I.....	2	COV 1632 Skin Care II.....	2
COV 1622 Skin Care I.....	2	COV 1722 Salon Business I.....	2
	17		16

SUMMER TERM

First Semester	Semester Hours
COV 1264 Cosmetology Sciences III.....	4
COV 1443 Hair Care III.....	3
COV 1542 Nail Care III.....	2
COV 1642 Skin Care III.....	2
COV 1732 Salon Business II.....	2
	13

Completion Award: Career Certificate

COSMETOLOGY TEACHER TRAINEE

The Cosmetology Teacher Trainee course is a special course designed to prepare a person to become a cosmetology instructor. To be eligible to make application for this course, one must meet the following requirements:

- 1. Hold a current Mississippi cosmetology license.
- 2. Be at least twenty-one years of age.
- 3. Have a high school education or the equivalent.
- 4. Be a graduate of an accredited beauty school.
- 5. Obtain six (6) semester hours credit in "Methods of Training."

To be eligible to complete the teacher trainee program, one must successfully complete 1000 clock hours of cosmetology trainee instruction.

It should be noted that only one instructor trainee can be accepted into the program at a time.

The student will be required to register as a full-time student at the beginning of each semester. Twelve credit hours will be allowed for each semester.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
COV 2815 Cos. Teacher Training I.....	5	COV 2835 Cos. Teacher Training III.....	5
COV 2825 Cos. Teacher Training II	5	COV 2845 Cos. Teacher Training IV.....	5
	10		10

SUMMER TERM

First Semester	Semester Hours
COV 2855 Cosmetology Teacher Training V	5
COV 2866 Cosmetology Teacher Training VI.....	6
	11

Completion Award: **Career Certificate**

CULINARY ARTS TECHNOLOGY

The Culinary Arts Technology program is for anyone wanting to be a chef or work in the foodservice industry. This concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients.

After successful completion of the courses listed in the curriculum, students may be awarded a 1-year career certificate in Culinary Arts, a 2-year technical certificate in Culinary Arts, or an Associate of Applied Science degree in Culinary Arts.

Students completing the program will be eligible to earn nationally accredited food safety certification from the National Restaurant Association – ServSafe.

Copiah-Lincoln Community College and Mississippi University for Women have a partnership that will allow culinary arts students to receive a bachelor's degree. The enhanced 2+2 program will provide a seamless transition for Co-Lin associate degree graduates in Culinary Arts Technology to finish their four year degree at The "W". This university is the only university in the state to offer a four-year baccalaureate program in culinary arts and one of the few in the nation that accepts career technical credits.

Special admission requirement: Recommended ACT composite of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CUT 1113 Culinary Principles I.....	3	CUT 1123 Culinary Principles II	3
CUT 1153 Introduction to Culinary Arts	3	CUT 1133 Principles of Baking	3
CUT 2243 Dining Room Management	3	CUT 1513 Garde Manger	3
HRT 1213 Sanitation and Safety	3	CUT 2223 Menu Planning	3
ENG 1113 English Composition I	3	SPT 1113 Public Speaking I.....	3
	15		15

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CUT 2313 American Regional Cuisine	3	HRT 2623 Hospitality Human Resource	3
CUT 2423 International Cuisine	3	Management	
HRT 1223 Restaurant & Catering Operations	3	CUT 2926 Supervised Work Experience in	
HRT 2713 Marketing Hospitality Services OR		Culinary Arts Technology	6
MMT 1113 Principles of Marketing	3	Approved Social/Behavioral Science Elective ..	3
Approved Math/Science with lab Elective	3/4	Approved Humanities/Fine Arts Elective	3
	15/16		15

Completion Award: **Career Certificate**
 Technical Certificate
 Associate in Applied Science Degree

CYBERSECURITY AND NETWORKING TECHNOLOGY

The Cybersecurity and Networking Technology program will provide the knowledge and skills necessary for a two-year graduates to obtain employment as a cybersecurity analyst, network administrator, or network support specialist. The program provides training in the areas of the design, creation, and maintenance of a local area network including server, router, and switch configuration. Students will learn to plan and carry out security measures to protect an organization’s computer networks and systems by building on the security principles of confidentiality, integrity, and availability within the information technology (IT) industry. Students will learn to install, design, manage, operate, plan, maintain and troubleshoot hardware in a secure information technology infrastructure.

Special admission requirements:

- 1. Must have a minimum ACT composite score of 16. A score of 18 is recommended.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113 English Composition I	3	IST 1163 Database and SQL Concepts	3
IST 1183 Essentials of Informations Technology	3	IST 1223 Network Components	3
IST 1263 Microsoft® Office®Applications	3	IST 1623 Network Security Fundamentals	3
IST 1133 Fund. of Data Communications	3	IST 1193 Practical Apps in Info Technology.....	3
IST 1143 Principals of Info Security	3	SPT 1113 Public Speaking	3
Approved Social/Behavioral Science Elective	3	Approved Math/Science Elective	3
	18		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1153 Web & Programming Concepts.....	3	IST 1633 Wireless Security and Privacy.....	3
IST 1243 Net. Admin using Windows Server	3	IST 2233 Network Implementation	3
IST 1643 Network Defense & Countermeasures..	3	IST 2253 Adv. Net. Admin Windows Server	3
IST 1613 Computer Forensics	3	IST 2613 Windows Security	3
IST 2523 Linux Operating Systems Fund.....	3	IST 2923 Special Problems Info Systems Tech ..	3
IST 2223 Networking Planning & Design	3	Approved Humanities/Fine Arts Elective	3
	18		18

Completion Award: **Career Certificate (2 semesters)**
 Technical Certificate (4 semesters)
 Associate in Applied Science (4 semesters)
 ***Additional required courses**

CYBERSECURITY TECHNOLOGY

The Cybersecurity Technology program will provide the knowledge and skills necessary for a two-year graduates to obtain employment as a computer/network security technician. The program provides training in the areas of the confidentiality, integrity, and availbility in information security. Students will learn to install, design, manage, operate, plan, maintain and troubleshoot hardware in a secure information technology infrastructure.

The curriculum will train students with the skills necessary to obtain nationally recognized certifications in the areas of A+ - CompTIA A+ Certifications, and Security+ - CompTIA Security+ Certification.

- 1. Must have a minimum ACT composite score of 18 is required.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1124 IT Foundations	4	IST 1223 Network Components	3
IST 1143 Principals of Info Security	3	IST 1624 Network Security Fundamentals	3
IST 1134 Fund. of Data Communications	4	IST 1163 Database and SQL Concepts	3
ENG 1113 English Composition I	3	IST 1724 Programming in Python	4
IST 1263 Microsoft Office Applications	3		
<i>or</i> BOT 1273 Intro to Microsoft Office			
	17		13

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1243 Net. Admin using Windows Server	3	IST 1634 Wireless Security and Privacy	3
IST 1643 Network Defense & Countermeasures	3	SPT 1113 Public Speaking	3
IST 1153 Web & Programming Concepts	3	IST 2613 Windows Security	3
IST 1613 Computer Forensics	3	Approved Humanities/Fine Arts Elective	3
Approved Math/Science with Lab Elective	3/4	Approved Social/Behavioral Science Elective	3
	15/16		15

Completion Award: **Career Certificate (2 semesters)**
 Technical Certificate (4 semesters)
 Associate in Applied Science (4 semesters)
 ***Additional required courses**

DIESEL EQUIPMENT TECHNOLOGY

The Diesel Equipment Technology program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DET 1114 Fundamentals of Equip. Mech.	4	DET 1263 Electrical/Electronic Systems II	3
DET 1213 Hydraulic Brake Systems	3	DET 1364 Diesel Systems I	4
DET 1223 Electrical/Electronic Systems I	3	DET 1513 Hydraulics	3
DET 1713 Transportation Power Train	3	DET 1614 Preventive Maintenance & Serv.	4
	13	ENG 1113 English Composition I	3
		SPT 1113 Public Speaking I	3
			20

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DET 2253 Steering & Suspension Systems	3	DET 1813 Air Conditioning & Heating Sys.	3
DET 2273 Electrical/Electronic Systems III	3	DET 2623 Advanced Brake System (Air)	3
DET 1374 Diesel Systems II	4	Approved Technical Elective	2/3
Approved Soc./Behav. Science Elective	3	Approved Humanities/Fine Arts Elective	3
Approved Math/Science with lab Elective	3/4		
	16/17		11/12

Completion Award: **Technical Certificate**
 Associate in Applied Science Degree

EARLY CHILDHOOD EDUCATION TECHNOLOGY

This program provides preparation for a professional career in the field of early childhood education spanning a variety of career options. Instructional programs include classroom instruction and supervised laboratory/collaborative center or work experience. Students should develop competencies that enable them to provide services, to teach, and to guide young children as related to various early childhood professions. (Special Admission Requirement: Recommended ACT Composite of 14.)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CDT 1113 Early Childhood Profession	3	CDT 1224 Preschool & Primary Dev.	4
CDT 1214 Infant & Toddler Development	4	CDT 1713 Language & Literacy Dev. for Young Children	3
CDT 1313 Creative Arts for Young Children	3	CDT 2513 Family Dynamics & Community Involvement	3
CDT 1343 Child Health, Safety & Nutrition	3	Approved Humanities/Fine Arts Elective	3
ENG 1113 English Composition I	3		13
	16		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CDT 2233 Guiding Social & Emotional Behavior	3	CDT 2714 Social Studies, Math & Science for Young Children	4
CDT 2413 Dev. of the Exceptional Child	3	CDT 2813 Adm. of Programs for Young Children.....	3
CDT 2613 Methods, Materials & Measurements	3	CDT 2934 Preschool Practicum Experience.....	4
CDT 2914 Initial Practicum	4	SPT 1113 Public Speaking I.....	3
Approved Math/Science with lab Elective	3/4	Approved Social/Behavioral Science Elective ..	3
	16/17		17

Completion Award: Associate in Applied Science Degree

ELECTRICAL TECHNOLOGY

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrical systems. These systems include residential, commercial, and industrial wiring, motor controls, and electrical distribution panels. The program offers extensive hands-on training in electrical troubleshooting and the development of problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

Special admission requirements:

- 1. Must have a minimum ACT composite score of 14.
- 2. Must meet requirements for Intermediate Algebra.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ELT 1113 Residential Wiring	3	ELT 1123 Commercial Wiring	3
ELT 1192 Fundamentals of Electricity	2	ELT 1273 Switching Circuits for Residential Commercial/Indust Applications	3
ELT 1263 Electrical Drawings & Schematics	3	ELT 1253 Branch Circuits & Service Entrance Calculations.	3
ELT 1213 Electrical Power	3	ELT 1413 Motor Control Systems.	3
ELT 1144 AC/DC Circuits for Electrical Tech.....	3	ELT 2613 Programmable Logic Controllers	3
	15		15

First Semester	Semester Hours	Second Semester	Semester Hours
ELT 2423 Solid State Motor Control	3	SPT 1113 Public Speaking I	3
Humanities/Fine Arts Elective	3	ELT 2623 Adv. Programmable Logic Control	3
ENG 1113 English Composition I	3	Social/Behavioral Science Elective	3
ELT 2913 Special Projects I OR		ELT 2113 Equipment Maintenance,	
WBL 1913 Work-Based Learning	3	Troubleshooting & Repair	3
MAT 1313 College Algebra	3	ELT 2933 Special Projects II OR	
		WBL 1923 Work-Based Learning	3
	15		15

Completion Award: **Technical Certificate**
Associate in Applied Science Degree

Electronics Engineering Technology on the Wesson campus is a multifaceted program that provides exposure to electronics and electrical disciplines, communications systems, micro-controllers, and programmable controllers. It is the largest branch of engineering technology. EET is a challenging two-year technical program offering a combination of theory in the classroom and hands-on applications in the laboratory.

Students learn to analyze and diagnose electronic/electrical circuits and systems with multi-function meters (multimeters), oscilloscopes, spectrum analyzers and many other industry standard devices. Soldering techniques including surface-mount and hot-air are covered and students prototype modern printed circuit boards on a CNC milling machine. The program also utilizes the latest engineering software including National Instruments MultiSim, Ultiboard, LabVIEW, and ETCAI virtual troubleshooting.

Graduates of the EET program receive an Associate of Applied Science Degree and are qualified for high-paying entry-level employment in a wide range of fields: electronics, biomedical, communications, robotics, electrical, manufacturing, maintenance, offshore, instrumentation and control, computers, audio/video entertainment, aerospace and more. Students may also continue their education in EET at a university.

Special admission requirements:

1. Minimum ACT composite of 14.
2. Meet requirements for Intermediate Algebra.

First Semester	Semester Hours	Second Semester	Semester Hours
EET 1192 Fundamentals of Electronics.....	2	EET 1123 AC Circuits	3
EET 1114 DC Circuits	4	EET 1214 Digital Electronics	4
EET 1613 Computer Fundamentals	3	EET 1334 Solid State Devices & Circuits	4
ENG 1113 English Composition I	3	SPT 1113 Public Speaking	3
Approved Social/Behavioral Science Elective	3	MAT 1313 College Algebra	3
	15		17

First Semester	Semester Hours	Second Semester	Semester Hours
EET 1363 Microcontrollers	3	TCT 1113 Fund. of Telecommunications.....	3
EET 2334 Linear Integrated Circuits	4	EET 2912 Special Project	2
EET 2414 Elect. Communications.....	4	EET 2423 Fundamentals of Fiber Optics.....	3
EET 1713 Drafting for EET.....	3	ELT 2613 Programmable Logic Cont	3
ELT 1113 Residential Wiring	3	Approved Humanities/Fine Arts Elective.....	3
	14		14

Completion Award: Associate in Applied Science Degree

*** Students who are literate in computer applications may substitute an appropriate computer course.**

Technical Electives

ELT 1123 Commercial and Industrial Wiring
 ELT 1213 Electrical Power
 ELT 1223 Motor Maintenance and Troubleshooting
 ELT 1413 Motor Control Systems
 CST 2113 Computer Servicing Lab I
 WBL 291(1-3) Work-Based Learning
 TCT 1113 Fundamentals of Telecommunications

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician course integrates the theory of emergency medical care with the practical skills necessary to provide basic life support with an ambulance service or other specialized rescue services. The EMT course consists of 120 classroom hours along with 48 hours of emergency room and ambulance clinicals. At least five runs on the ambulance must be made before becoming certified in Mississippi. Successful completion of course requirements allows students to test for Emergency Medical Technician through the National Registry of Emergency Medical Technicians. Emergency Medical Technicians are certified by the Mississippi State Department of Health Emergency Medical Services.

After successful completion of the EMT course and upon credentialing by the National Registry of EMT's, students can then enter the last four semesters of Paramedic to complete an Associate in Applied Science degree.

Special admission requirements:

1. Transcript verifying high school graduation or high school equivalency program.
2. Must be 18 years of age upon entrance into the program.
3. Must have an ACT score of 16 or above.
4. Must have a current American Heart Association BLS-Healthcare Provider card.
5. Must present evidence of being physically fit per physical examination by physician and submitting information on the Co-Lin Health Occupations Examination Report form.
6. Must complete the college's Hepatitis B Policy form.
7. Must complete and submit the college's Student Health Survey form.
8. If accepted, must apply and pay for student liability insurance through the college after registering for the course.
9. If accepted, must show proof of a negative TB Skin test.
10. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.
11. Must maintain a grade average of 80 or above to pass this course.

First Semester**Semester Hours**

EMS 1118 Emergency Medical Tech - Basic.....8

8

HEATING , VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY

Heating, Ventilation, Air Conditioning, and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air-conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society

of Heating, Refrigeration, and Air-Conditioning Engineers, Inc., Air-Conditioning Contractors of America (ACCA), Air-Conditioning Heating Refrigeration Institute (AHRI), and others. Included are air-conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Industry standards referenced are from the National Center for Construction Education and Research. Upon completion of the technical certificate or Associate of Applied Science Degree, students will be prepared to complete the following nationally recognized industry certifications.

1. NCCER Core Curriculum
2. NCCER Heating, Ventilation, Air-Conditioning, and Refrigeration Technology Level 1 & 2
3. Environmental Protection Agency 608 Universal Certification

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 1003 Intro. to Air Conditioning.....	3	ACT 1214 Controls	4
ACT 1124 Basic Compression Refrigeration	4	ACT 1313 Refrigeration System Components ..	3
ACT 1133 Brazing & Piping.....	3	ACT 2433 Refrig., Retrofit, & Regulations	3
ACT 1713 Electricity for HVAC & Ref.....	3	SPT 1113 Public Speaking I.....	3
ENG 1113 English Composition I	3	Approved Math/Science with lab Elective	3/4
	16		16/17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 2414 HVAC & Refrigeration I	4	ACT 2424 HVAC & Refrigeration II.....	4
ACT 2513 Heating Systems.....	3	ACT 2324 Commercial Refrigeration.....	4
ACT 2624 Heat Load & Air Properties	4	Approved Technical Elective	3
Approved Humanities/Fine Arts Elective	3	Approved Soc./Behav. Science Elective	3
	14		14

Completion Award: **Career Certificate**
 Technical Certificate
 Associate in Applied Science Degree

TECHNICAL ELECTIVES

ACT 291(1-3) Special Project in HVAC & Ref. Tech.	CSC 1123 Computer Applications I
BOT 1273 Introduction to Microsoft Office	WBL 191(1-3) Work-Based Learning
CSC 1113 Computer Concepts	WBL 291(1-3) Work-Based Learning

MEDICAL LABORATORY TECHNOLOGY

The mission of the Medical Laboratory Technology program at Copiah-Lincoln Community College is designed to instruct students in the theoretical and practical skills required for the entry level practice of clinical laboratory science. The Medical Laboratory Technician is responsible for assuring reliable and accurate laboratory test results to meet the needs of the community and the medical profession.

The curriculum includes technical and academic courses taken on campus and 22 weeks of didactic instruction and skill development in an affiliated hospital. Upon successful completion of the technical program, the student will be awarded an Associate in Applied Science degree in Medical Laboratory Technology and will be eligible to take a national certification examination.

The Medical Laboratory Technology program is accredited by the NAACLS (National Accrediting Agency for Clinical Laboratory Sciences), 5600 N River Rd, Suite 720, Rosemont, IL 60018 - Phone: (773) 714-8880, www.naacls.org.

Special admission requirements:

1. Must have an accredited high school diploma or high school equivalency diploma.
2. Must be 18 years of age upon entrance into the program.
3. Recommended ACT of 18 or higher.
4. Completed MLT Application Packet. Applications are accepted spring and fall semesters.
5. Developmental courses must be successfully completed prior to entrance into the program.
6. Acceptance will be based on completed MLT Application Packet, ACT score, GPA, and a file review by the selection committee.
7. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.

NOTE: To apply online and to print application information go to www.colin.edu/mlt.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MLT 1112 Fund. of MLT/Phlebotomy	2	MLT 1212 Urinalysis/Body Fluids	2
MLT 2522 Pathogenic Microbiology I	2	MLT 1313 Hematology I	3
CHE 1213 General Chemistry I	3	MLT 1413 Immunology/Serology	3
CHE 1211 General Chemistry I Lab	1	MLT 1515 Clinical Chemistry	5
MAT 1313 College Algebra	3	BIO 2923 Microbiology	3
Approved Soc./Behav. Science Elective	3	BIO 2921 Microbiology Lab	1
	14		17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MLT 1324 Hematology II	4	MLT 2916 Clinical Practice I	6
MLT 2424 Immunohematology	4	MLT 2925 Clinical Practice II	5
MLT 2614 Pathogenic Microbiology II	4	MLT 2711 MLT Seminar	1
Approved Humanities/Fine Arts Elective	3		12
	15		

SUMMER TERM

MLT 2936 Clinical Practice III	6
	6

Completion Award: **Associate in Applied Science Degree**

MEDICAL RADIOLOGIC TECHNOLOGY

The Medical Radiologic Technology program is a two-year technical program designed to prepare graduates for employment as a radiologic technologist or radiographer. Radiographers use equipment that emits ionizing radiation to image internal structures of the body. Employment opportunities include various health care facilities such as hospitals, doctors' offices, medical clinics, imaging centers, and sports medicine clinics.

The program provides a foundation for obtaining higher level degrees of study or placement into advanced specialty imaging or treatment modalities in the healthcare field. Examples of advanced areas for registered technologists include ultrasound, CT, MRI, cardiovascular-interventional radiography, mammography, nuclear medicine, radiation therapy, administration, and education.

The radiography curriculum includes technical and academic courses. Classroom and laboratory activities are conducted on Copiah-Lincoln Community College's Wesson Campus and clinical experience is gained at affiliating hospitals. Upon successful completion of the program the student is awarded an Associate in Applied Science Degree in Medical Radiologic Technology and is eligible to apply for a state license and write the American Registry of Radiologic Technologist (ARRT) exam.

The Medical Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Upper Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (313)704-5300, www.jrcert.org.

Special admission requirements:

1. Must have an accredited high school diploma or high school equivalency diploma.
2. Must be 18 years of age upon entrance into the program.
3. Required ACT of 18 or higher.
4. Completed RGT Application Packet. Applications are accepted for the fall semester. Application deadline is February 1.
5. Selection is based on RGT application packet, GPA, ACT score, and an interview.
6. If selected, all applicants must participate in drug and alcohol testing and a criminal history background check.

NOTE: Application packets may be obtained from Enrollment Services at 601-643-8324 or online at <https://www.colin.edu/programs-of-study/career-technical/health-sciences/medical-radiologic-technology/mrt-application-process/>.

SUMMER TERM

BIO 2513 Anatomy & Physiology I.....	3
BIO 2511 Anatomy & Physiology I Lab	1
BIO 2523 Anatomy & Physiology II	3
BIO 2521 Anatomy & Physiology II Lab	1
ENG 1113 English Composition I	3

11

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RGT 1114 Clinical Education I.....	4	RGT 1124 Clinical Education II	4
RGT 1212 Fundamentals of Radiography	2	RGT 1223 Patient Care in Radiography	3
RGT 1312 Principles of Rad. Protection	2	RGT 1333 Digital Image Acquisition Display....	3
RGT 1323 Principles of Exposure & Image Prod.	3	RGT 1523 Radiographic Procedures II.....	3
RGT 1513 Radiographic Procedures I.....	3	SPT 1113 Public Speaking I.....	3
MAT 1313 College Algebra	3		16

17

SUMMER TERM

RGT 1139 Clinical Education III	9
	9

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RGT 1613 Physics of Imaging Equipment	3	RGT 2157 Clinical Ed. V	7
RGT 2132 Ethical and Legal Responsibilities	2	RGT 2542 Radiographic Procedures IV	2
RGT 2147 Clinical Ed. IV	7	RGT 2912 Radiation Biology	2
RGT 2533 Radiographic Proc. III	3	RGT 2922 Radiographic Pathology	2
Approved Soc./Behav. Science Elective	3	RGT 2932 Certification Fundamentals	2
	18	Approved Humanities/Fine Arts Elective	3
			18

Completion Award: Associate in Applied Science Degree

MILITARY TECHNOLOGY

The Associate in Applied Science (AAS) in Military Technology degree is designed to work directly with current or former military personnel who are interested in pursuing a career in the military technology area. This degree also serves as a promotional opportunity for career service personnel.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113 English Composition I	3	MIT 1313 Intro. to Military Science	3
MAT 1313 College Algebra	3	MIT 1323 Records & Information Mgmt.	3
SPT 1113 Public Speaking I.....	3	MIT 1333 Personnel Supervision	3
Approved Humanities/Fine Arts Elective	3	MIT 1343 Leadership & Team Mgmt.....	3
Approved Soc./Behav. Science Elective	3		12
	15		

SOPHOMORE YEAR

Speciality Courses	37
	37

Completion Award: Associate in Applied Science Degree

PARAMEDIC

The paramedic education program is four semesters beyond the EMT course. The program draws its students from individuals already possessing a valid EMT state certification. Paramedic classes are admitted each spring on a competitive entrance basis and include an interview by the instructor and/or committee. Candidates must also successfully pass a comprehensive EMT exam to be considered. To be eligible for an Associate in Applied Science Degree the student must successfully complete the EMT course, all academic course requirements, and all paramedic courses.

Special admission requirements:

1. Meet the general admission requirements of Copiah-Lincoln Community College.
2. Complete an application packet for Emergency Medical Technology and submit all required documentation.
3. Must be 18 years of age upon entrance into the program.
4. High School Diploma or high school equivalency diploma.
5. Minimum ACT score of 16 required.
6. Current American Heart Association BLS Healthcare Provider card.
7. Present completed Health Occupation Examination form signed by a medical doctor stating the student is medically capable of the educational and job demands of an EMT and Paramedic.
8. Present current immunization record, including proof of negative TB skin test.
9. Complete the college's Hepatitis B Policy form.
10. If accepted, complete drug and alcohol testing, criminal background check, and fingerprinting at the student's expense and based on state rules and regulations.
11. If accepted, submit to substance abuse testing at any time.
12. Must maintain a minimum grade average of 80 for continued enrollment and successful completion of this program.

SUMMER TERM

BIO 2513 Anatomy & Physiology I.....	3
BIO 2511 Anatomy & Physiology I Lab	1
ENG 1113 English Composition	3
Approved Social/Behavioral Science Elective	3
	10

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMS 1118 Emergency Medical Technician (EMT)8		EMS 1222 Prehospital Fundamental Concepts..2	
BIO 2523 Anatomy & Physiology II	3	EMS 1231 Prehos. Operations & Incident Mgt.1	
BIO 2521 Anatomy & Physiology II Lab	1	EMS 1262 Prehospital Pharmacology	2
Approved Humanities/Fine Arts Elective	3	EMS 1362 Prehospital Respiratory Mgt.....2	
SPT 1113 Public Speaking I.....	3	EMS 1373 Prehospital Medical Mgt.....3	
	18	EMS 1384 Prehospital Trauma Mgt.	4
		EMS 1533 Prehospital Practicum	3
		EMS 1593 Paramedic Bridge.....	3
			20
		*Must pass BIO 2523 & BIO 2521 with C or better to progress into Summer Term	

SUMMER TERM

EMS 1543 Prehospital Paramedic Pharmacology 3	
EMS 1552 Prehos. Paramedic Respiratory Mgt ...2	
EMS 1552 Prehos. Paramedic Cardiology Mgt....4	
EMS 2784 Prehospital Practicum II	4
	13

*Subject to change without notification

SOPHOMORE YEAR

First Semester	Semester Hours
EMS 2773 Prehospital Medical Management	3
EMS 2863 Prehospital Paramedic Maternal,	3
Child, and Special Patient Populations	
EMS 2883 Prehos. Paramedic Care Capstone	3
EMS 2873 Prehospital Practicum III	3
EMS 2883 Prehos Paramedic Practicum Capstone	3
	15

* All didactic material must be completed before entering the Capstone, which includes Practicum III. This is a requirement usually met in week 5 of the final semester. Degree plan is subject to change without notification.

Completion Award: Technical Certificate
Associate in Applied Science Degree

PRACTICAL NURSING

This is a one-year curriculum designed to provide the student with knowledge and skills necessary to function as a member of the health team in administering safe, effective nursing care. Students are exposed to a well-balanced program of scientific foundations to provide knowledge, skills and understanding needed to function as a practical nurse. Upon graduation, the student will receive a certificate and be eligible to write the National Council Licensure Examination (NCLEX) for Practical Nurses.

Special admission requirements:

- 1. Must have an accredited high school diploma or high school equivalency diploma.
- 2. A minimum ACT composite of 16 with a minimum of 12 in math and reading.
- 3. Must take the ATI TEAS® exam at Copiah-Lincoln Community College (testing fee required).
- 4. If accepted, submit the following:
 - a. A Health Occupations application submitted to a career-technical counselor.
 - b. A health form signed by a physician submitted to a career-technical counselor.
 - c. Cardio-Pulmonary Resuscitation Certification from the American Heart Association.
- 5. If accepted, attend a practical nursing orientation.
- 6. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PNV 1213 Body Structure & Function	3	PNV 1524 Therapy & Pharmacology	4
PNV 1443 Nursing Fundamentals and Clinical ..	13	PNV 1682 Adult Health Nursing Concepts &	
	16	Clinical	12
			16

SUMMER TERM

Third Semester	Semester Hours
PNV 1728 Speciality Areas in Nursing.....	8
PNV 1914 Nursing Transition	4
	12

Completion Award: Career Certificate

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY

Precision Machining Technology is an instructional program that prepares individuals for a career in a high-tech, high demand manufacturing field of study using machines such as lathes, grinders, drill presses, mills, (CNC) Computer Numerical Control lathes, milling machines; maintenance of tools and equipment. Included is instruction on making computations related to work dimensions, testing feeds and speeds of machines; using precision measuring instruments such as micrometers, layout tools and gauges to layout and produce various machine parts following work dimensions of prints.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1133 Microcomputer Applications.....	3	MST 1126 Power Machinery II	6
MST 1114 Power Machinery I	4	MST 1423 Advanced Blueprint Reading	3
MST 1313 Machine Tool Math	3	MST 2813 Metallurgy	3
MST 1412 Blueprint Reading	2	ENG 1113 English Composition. I	3
MST 1613 Precision Layout	3	Approved Math/Science with lab Elective	3/4
	15		18/19

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1313 Principles of CAD.....	3	MST 2145 Power Machinery IV	5
MST 2135 Power Machinery III	5	MST 2724 CNC Operations II	4
MST 2714 CNC Operations I	4	Approved Machine Tool Technical Elective	3
Approved Humanities/Fine Arts Elective	3	SPT 1113 Public Speaking I.....	3
Approved Social/Behavioral Science Elective	3		15
	18		

Completion Award: **Career Certificate**
 Technical Certificate
 Associate in Applied Science Degree

Technical Electives

MST 2923 Special Problems in Precision Machining Technology
 WBL 291(1-3) Work-Based Learning

RESPIRATORY CARE TECHNOLOGY

The Respiratory Care Technology program prepares the individual to become a Respiratory Care Practitioner. Respiratory Care Practitioners are responsible for initiating cardiopulmonary resuscitation along with the setup and monitoring of life support systems. In addition, Respiratory Care Practitioners provide treatment for heart and lung disorders by administering inhalation treatments, oxygen, and drugs under the direction of a physician.

Graduates of the Respiratory Care Technology program will receive an Associate in Applied Science Degree. Graduates will be qualified to take the National Board for Respiratory Care examinations for Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT).

The Respiratory Care Technology program is an accredited advanced-level program by the Committee on Accreditation for Respiratory Care, 264 Precision Blvd., Telford, TN 37690, (817) 283-2835. Programmatic outcomes and accreditation status may be reviewed at <https://coarc.com>.

Special Entrance Requirements are:

1. Must have an accredited high school diploma or high school equivalency diploma.

- 2. ACT minimum composite score of 18 required.
- 3. Completed Health Occupations application.
- 4. Completed Health Occupations health certificate signed by a medical doctor.
- 5. Interview by instructor and/or committee.
- 6. Eight hours of clinical observation at a hospital-based Respiratory Care Department.
- 7. A drug and alcohol testing and a criminal background check, at the applicant’s expense, must be completed and passed based on state rules and regulations.

Prerequisites: Anatomy and Physiology I (Lecture & Lab) BIO 2513, BIO 2511
 Anatomy and Physiology II (Lecture & Lab) BIO 2523, BIO 2521

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RCT 1214 Respiratory Care Science	4	RCT 1424 Respiratory Care Technology II	4
RCT 1223 Patient Assessment & Planning.....	3	RCT 1516 Clinical Practice I.....	6
RCT 1313 Cardiopulmonary A & P.....	3	RCT 1613 Respiratory Care Pharmacology.....	3
RCT 1416 Respiratory Care Technology I.....	6	MAT 1233 Intermediate Algebra OR	
	16	MAT 1313 College Algebra OR	
		PHY 1213 Survey of Physics.....	3
			16

SUMMER TERM

RCT 1322 Pulmonary Function Testing	2
RCT 1523 Clinical Practice II.....	3
CSC 1113 Computer Concepts	3
ENG 1113 English Composition I	3
	11

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RCT 2333 Cardiopulmonary Pathology	3	RCT 2546 Clinical Practice IV	6
RCT 2434 Respiratory Care Technology III.....	4	RCT 2713 Respiratory Care Seminar	3
RCT 2533 Clinical Practice III	3	SPT 1113 Public Speaking I.....	3
RCT 2613 Neonatal/Pediatrics Management.....	3	Approved Soc./Behav. Science Elective	3
Approved Humanities/Fine Arts Elective	3		15
	16		

Completion Award: **Associate in Applied Science Degree**

WELDING

This course is designed to prepare the student for employment and advancement in an occupation which requires knowledge and skills of welding. The student receives instruction in construction type welding, x-ray welding for shipbuilding, construction, maintenance and custom shop welding. Instruction will include a study of welding equipment and safety practices. The student is taught welding using various electrodes: shielded metal arc welding, gas metal arc welding, oxyacetylene welding, gas tungsten arc welding, flux core arc welding, pipe welding, plasma arc cutting, oxyacetylene and carbon arc cutting.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
WLV 1114 Shielded Metal Arc Welding I	4	WLV 1135 Gas Tungsten Arc Welding	5
WLV 1124 Gas Metal Arc Welding	4	WLV 1143 Flux Core Arc Welding	3
WLV 1171 Welding Inspect. & Testing	1	WLV 1153 Pipe Welding.....	3
WLV 1232 Drawing & Welding Symbols	2	WLV 1224 Shielded Metal Arc Welding II.....	4
WLV 1314 Cutting Processes	4		15
	15		

Completion Award: Career Certificate



Academic Course Descriptions

ACADEMIC COURSES

The academic courses offered by Copiah-Lincoln Community College follow the uniform course numbering system for public community/junior colleges in Mississippi. The numbers for university parallel courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a “1” and courses at the sophomore level begin with a “2”. The last of the four digits indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the uniform course numbering system and are equivalent to those courses offered at the same level at four-year institutions.

ACCOUNTING (ACC)

ACC 2213 Principles of Accounting I

Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and accounting systems for service and merchandising businesses. Three hours lecture per week. Credit, three semester hours.

ACC 2223 Principles of Accounting II

A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three hours lecture per week. Credit, three semester hours.

AGRICULTURE (AGR)

AGR 1214 Animal Science

Fundamental principles and practical application of livestock, dairy, and poultry science. Origin, history, characteristics, market classes, and grades of the major breeds of livestock and poultry. Four hours lecture per week. Credit, four semester hours.

AGR 1313 Plant Science

Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Three hours lecture per week. Credit, three semester hours.

AGR 2713 Principles of Agricultural Economics

Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. Three hours lecture per week. Credit, three semester hours.

ARMY - ROTC (AMR)

AMR 1112 Foundations of Officership

Introduction to the personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and recommended physical training. One hour lecture and two hours laboratory per week. Credit, two semester hours.

AMR 1122 Basic Leadership

Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. One hour lecture and two hours laboratory per week. Credit, two semester hours.

AMR 2113 Individuals Leadership Studies

Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

AMR 2123 Leadership and Teamwork

An application of leadership skills with emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ART (ART)**ART 1113 Art Appreciation**

A course designed to provide an understanding and appreciation of the visual arts. Three hours lecture per week. Credit, three semester hours.

ART 1313 Drawing I

An introduction to drawing materials using elements and principles of art. Emphasis will be on observational drawing in black and white media. Required of art majors. Six hours laboratory per week. Credit, three semester hours.

ART 1323 Drawing II

Continuation of skills from Drawing I with an introduction to color media and further study of composition. Six hours laboratory per week. Credit, three semester hours. (*Prerequisite: ART 1313*)

ART 1433 Design I

Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Required of art majors. Six hours laboratory per week. Credit, three semester hours.

ART 1443 Design II

Continuation of Design I with emphasis in color theory. Required of art majors. Six hours of laboratory per week. Credit, three semester hours. (*Prerequisite: ART 1433*)

ART 1453 Three-Dimensional Design

To provide students with an understanding of spatial form in three-dimensions through the use of applied design elements and principles to studio problems in mixed media. Three hours lecture per week. Credit, three semester hours.

ART 1513 Intro to Digital Art

An emphasis on the design and development of imagery utilizing computer technology (6-hour Lab). Three hours lecture/lab per week. Credit, three semester hours.

ART 1811/1821 Exhibition Class I & II

Attendance at a majority of college art exhibitions during the semester student is enrolled. The intended requirement is to monitor and encourage research in career practices and promotion. Submission of individual artwork to a local, regional, or national exhibition is required. (Course description change effective Fall 2013) Required of all art majors. Credit, one semester hour each.

ART 1913 Art for Elementary Teachers

Development of essential concepts of children's art education in compliance with the National Standards for Arts Education. Two hours of lecture and two hours of laboratory per week. Credit, three semester hours.

ART 2513 Painting I

An introduction to painting compositions and techniques. Six hours laboratory per week. Credit, three semester hours.

ART 2523 Painting II

A further study in the compositions, techniques, and concepts in painting. Six hours laboratory per week. Credit, three semester hours. (*Prerequisite: ART 2513*)

ART 2613 Ceramics I

An introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six hours laboratory per week. Credit, three semester hours.

ART 2623 Ceramics II

Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Six hours laboratory per week. Credit, three semester hours. (*Prerequisite: ART 2613*)

ART 2713 Art History I

Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three hours lecture per week. Credit, three semester hours.

ART 2723 Art History II

Survey course of historical background of art forms from Renaissance to contemporary. Three hours lecture per week. Credit, three semester hours.

ART 2811 Exhibition Class III

A continuation of ART 1821. One hour lecture per week. Credit, one semester hour.

ART 2821 Exhibition Class IV

A continuation of ART 2811. One hour lecture per week. Credit, one semester hour.

BUSINESS ADMINISTRATION (BAD)

BAD 1113 Introduction to Business

This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours lecture per week. Credit, three semester hours.

BAD 1121, 1131, 1141 Business Seminar I, II, III

This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which includes student participation and guest speakers. Credit, one semester hour.

BAD 2113 Introduction to International Business

This course is an introduction to international business concepts and practices. Emphasis is placed on understanding cultural differences and foreign exchange markets. Three hours lecture per week. Credit, three semester hours.

BAD 2323 Business Statistics

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture per week. Credit, three semester hours.

BAD 2413 Legal Environment of Business

An introduction to interrelationships of law and society, jurisprudence, and business. Topics include an introduction to law, law of contracts, agency, and employment. Three hours lecture per week. Credit, three semester hours.

BAD 2713 Principles of Real Estate

The course is an introduction to the nature of the real estate market, types of ownership of property, contracts, and methods of transfer of title. Three hours lecture per week. Credit, three semester hours.

BAD 2723 Real Estate Law

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three hours lecture per week. Credit, three semester hours.

BAD 2813 Business Communications

This course develops written and oral communication skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications for employment. Three hours lecture per week. Credit, three semester hours.

BAD 2853 Business Ethics

An exploration of the ethical problems faced in business theory and practice through which the student will recognize and analyze ethical dilemmas and implement ethical decisions within the context of today's business environment. Three hours lecture per week. Credit, three semester hours.

BUSINESS AND OFFICE ADMINISTRATION (BOA)**BOA 2613 Business Communications**

This course develops written and oral communication skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications for employment. Three hours lecture per week. Credit, three semester hours

BIOLOGY (BIO)**BIO 1111 Principles of Biology I, Lab**

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 1113 Principles of Biology I, Lecture

A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell biology, and genetics. Credit, three semester hours.

BIO 1121 Principles of Biology II, Lab

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 1123 Principles of Biology II

A lecture course for non-science majors that emphasizes survey of the diversity of life, ecology, evolution, and an overview of organ systems. Three hours lecture per week. Credit, three semester hours.

BIO 1131 General Biology I, Lab

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 1133 General Biology I, Lecture

A lecture course for science majors that covers the major themes of biology, the scientific method,

chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Credit, three semester hours. (*Prerequisite: ACT composite of 17 or higher or successful completion of BIO 1113/1111 or BIO 1123/1121*)

BIO 1141 General Biology II, Lab

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 1143 General Biology II, Lecture

A lecture course for science majors that expands themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of the domains of life and viruses, including their anatomy and physiology. Credit, three semester hours. (*Prerequisite: ACT composite of 17 or higher or successful completion of BIO 1113/1111 or BIO 1123/1121*)

BIO 1511 Principles of Anatomy and Physiology, Lab

A laboratory course that contains experiments and exercises that reinforce the principles taught in BIO 1513 Principles of Anatomy and Physiology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 1513 Principles of Anatomy and Physiology

A lecture course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal, and nervous system. Three hours lecture per week. Credit, three semester hours.

BIO 1613 Nutrition

A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases and applied to the selection of food for ingestion, the process of digestion, assimilation, and absorption, and their applications for health care providers. Three hours lecture per week. Credit, three semester hours.

BIO 1712 Biomedical Research I

This course will provide hands on instruction of the necessary skills in order to prepare students to launch a unique investigation in the area of biomedical research. This course focuses on the structural basics such as literature reviews, elements of a research proposal/publication/presentation, experimental design, analysis of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, etc. Two hours lecture. Credit, two semester hours.

BIO 1722 Biomedical Research II

This course will provide students with the opportunity to perform a unique investigation in the area of biomedical research of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, etc. Two hours lecture. Credit, two semester hours.

BIO 2211 Introduction to Marine Science, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2213 Introduction to Marine Science, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 2213 Introduction to Marine Science

A lecture course providing an introduction to oceanography with an emphasis on the measurement of physical, chemical, and biological aspects of the marine environment as well as functional morphology and taxonomy of local marine biota. Three hours lecture per week. Credit, three semester hours.

BIO 2411 Zoology I, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 2413 Zoology I

A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa and major invertebrate phyla. Three hours lecture per week. Credit, three semester hours.

BIO 2511 Anatomy and Physiology I, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture. Two hours laboratory per week. Credit, one semester hour. (*Corequisite: BIO 2513*)

BIO 2513 Anatomy and Physiology I

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Three hours lecture per week. Credit, three semester hours. (*Corequisite: BIO 2511; Prerequisite: ACT composite of 18 or higher or successful completion of BIO 1113/1111 or BIO 1133/1131, or BIO 1513/1511 with grade of C or higher.*)

BIO 2521 Anatomy and Physiology II, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Two hours laboratory per week. Credit, one semester hour. (*Corequisite: BIO 2523*)

BIO 2523 Anatomy and Physiology II, Lecture

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses, endocrine, cardiovascular, lymphatic, and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Credit, three semester hours. (*Corequisite: BIO 2521; Prerequisite: Successful completion of BIO 2513/2511 with grade of C or higher.*)

BIO 2611 Cell Biology, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2613 Cell Biology, Lecture. Two hours laboratory per week. Credit, one semester hour.

BIO 2613 Cell Biology

A lecture course providing a comparative study of cell structures among plant, animal, and bacterial systems. Three hours lecture per week. Credit, three semester hours.

BIO 2921 Microbiology, Lab

A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing, and identification of microbes, and effectiveness of antimicrobial agents. Two hours laboratory per week. Credit, one semester hour.

BIO 2923 Microbiology

A lecture course providing a comprehensive study of the microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT composite of 18 or higher or successful completion of BIO 1113/1111, BIO 2513/2511, or CHE 1213/1211.*)

CHEMISTRY (CHE)**CHE 1113 General Chemistry Survey (Basic)**

A basic chemistry lecture course that covers terminology, measurements, atomic structure, nomenclature, chemical equations, and basic stoichiometry. (Does not satisfy core requirements in science and math majors). Three hours lecture per week. Credit, three semester hours.

CHE 1211 General Chemistry I, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Two hours laboratory per week. Credit, one semester hour.

CHE 1213 General Chemistry I

A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, anatomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: Successful completion (C or higher) or currently enrolled in MAT 1313 or MAT 1343 (CLIC A or semester class only).*)

CHE 1221 General Chemistry II, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Two hours laboratory per week. Credit, one semester hour.

CHE 1223 General Chemistry II

A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: CHE 1213*)

CHE 1311 Principles of Chemistry, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture. This course cannot be substituted for CHE 1211. Credit, one semester hour.

CHE 1313 Principles of Chemistry, Lecture

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy, and states of matter. This course cannot be substituted for CHE 1213. Credit, three semester hours.

CHE 2421 Organic Chemistry I, Lab

A laboratory course that provides students with techniques to characterize, identify, purify, and synthesize organic compounds, as taught in CHE 2423 Organic Chemistry I, Lecture. Two hours laboratory per week. Credit, one semester hour.

CHE 2423 Organic Chemistry I

A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: CHE 1223*)

CHE 2431 Organic Chemistry II, Lab

A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Two hours laboratory per week. Credit, one semester hours.

CHE 2433 Organic Chemistry II

A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions, and their mechanisms. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: CHE 2423*)

COOPERATIVE EDUCATION

COE 1010 Cooperative Education Work Experience I

First supervised work experience performed in a job setting related to the student's major field of study.

COE 1020 Cooperative Education Work Experience II

Second supervised work experience performed in a job setting related to the student's major field of study.

COE 1030 Cooperative Education Work Experience III

Third supervised work experience performed in a job setting related to the student's major field of study.

COE 1040 Cooperative Education Work Experience IV

Fourth supervised work experience performed in a job setting related to the student's major field of study.

COMMUNICATIONS (COM)**COM 1423 Introduction to Broadcasting**

A historical overview of the development and operation of electronic and film media, including a brief survey of mass communication theory and effects research. Three hours lecture per week. Credit, three semester hours.

COM 2463 Writing for the Electronic Media

Introductory course to teach the basic skills of broadcast writing, reporting and production. Three hours lecture per week. Credit, three semester hours.

COM 2483 Introduction to Mass Communications

A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the role of mass media in life and in society. Three hours lecture per week. Credit, three semester hours.

CRIMINAL JUSTICE (CRJ)**CRJ 1313 Introduction to Criminal Justice**

History, development, and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture per week. Credit, three semester hours.

CRJ 1323 Police Administration and Organization

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours lecture per week. Credit, three semester hours.

CRJ 1363 Introduction to Corrections

An overview of the correctional field, its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system. Three hours lecture per week. Credit, three semester hours.

CRJ 2513 Juvenile Justice

Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture per week. Credit, three semester hours.

COMPUTER SCIENCE (CSC)**CSC 1113 Computer Concepts**

This is an introductory digital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab per week. Credit, three semester hours.

CSC 1123 Computer Applications I

This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 1113 highly recommended*)

CSC 1133 Computer Applications II

This course is a continuation of CSC 1123 with concentration on advanced computer applications and emerging technology. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 1123*)

CSC 1613 Computer Programming I

Introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files), simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. Three hours lecture/lab per week. Credit, three semester hours.

CSC 2134 Programming I with “C++”

An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including: I/O statements, operators, conditional, looping, methods/functions, and array processing. Course has a required lab component. Four hours lecture/lab per week. Credit, four semester hours. (*Prerequisite: previous programming experience or permission of instructor*)

CSC 2144 Programming II with “C++”

This course is designed to be a continuation of program and algorithm development and analysis; search/sort methods, dynamic memory management, abstract data types and object-oriented design; designing and debugging larger programs. Course has a required lab component. Four hours lecture/lab per week. Credit, four semester hours. (*Prerequisite: CSC 2134*)

CSC 2623 Computer Programming II

This course is a continuation of the object-oriented language from CSC 1613. This includes advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging, and testing of large programs. Course has lecture with integrated lab components. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 1613*)

CSC 2833 Discrete Structures

This course includes topics from logic and mathematical reasoning, set theory, recursion, combinatorics, number theory, Boolean algebra, digital logic, and graph theory, which are fundamental to the study of Computer Science. Three hours lecture per week. Credit, three semester hours.

CSC 2844 Data Structures

This course includes advanced data abstraction and corresponding algorithms, memory management, searching and sorting techniques, hash tables, and algorithm analysis. Four hours lecture/lab per week. Credit, four semester hours. (*Prerequisite: Successfully complete CSC 2134 Programming I with C++ with a C or better. Successfully complete with a C or better, or concurrently enrolled in CSC 2144 Programming II with C++*)

ECONOMICS (ECO)**ECO 2113 Principles of Macroeconomics**

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, and circular flow of market economies. Three hours lecture per week. Credit, three semester hours.

ECO 2123 Principles of Microeconomics

The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory, and market structures. Three hours lecture per week. Credit, three semester hours.

ENGINEERING (EGR)**EGR 1112 Introduction to Engineering**

This course provides students with an introduction to engineering as a profession. Students will be familiarized with the various career pathways in engineering as well as planning for success in their chosen field. Two hours lecture per week. Credit, two semester hours.

EGR 1122 Introduction to Engineering Design

This course provides students with an overview of the engineering process ranging from design and planning to construction and testing through projects and mentoring. Two hours lecture per week. Credit, two semester hours.

EGR 2413 Engineering Mechanics I: Statics

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Three hours lecture per week. Credit, three semester hours. *(Pre or Corequisite: MAT 1613 and PHY 2313)*

EGR 2433 Engineering Mechanics II: Dynamics

A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass-acceleration, energy, and momentum methods. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: EGR 2413)*

EGR 2453 Mechanics of Materials

A lecture course covering free body diagrams, equilibrium of simple structure, shear and moment bending diagrams, analysis of stress and strain, and deflections of beams. Three hours lecture per week. Credit, three semester hours.

ENGLISH (ENG)**ENG 0123 Intermediate English and Reading**

This integrated course is designed to advance students to college-level writing skills and reading strategies. Three hours lecture per week. Institutional Credit, three semester hours. *(Prerequisite: ACT English score of 14 - 16 or ACCUPLACER combined Next Generation Writing & Reading score of 474-501 or successful completion of ENG 0113 with a grade of C or higher)*

ENG 0124 Intermediate English and Reading

This integrated course is designed to advance students to college-level writing skills and reading strategies. Four hours lecture per week. Institutional Credit, four semester hours. *(Prerequisite: ACT English score below 14 or ACCUPLACER combined Next Generation Writing & Reading score of 400-473.)*

ENG 1113 English Composition I

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: ACT English score of 17 or above or ACCUPLACER combined Next Generation Writing & Reading score of 502 or above or successful completion of ENG 0123 with a grade of C or higher)*

ENG 1114 English Composition I

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. Four hours lecture per week. Credit, four semester hours. *(Prerequisite: ACT English score of 14 or above or ACCUPLACER combined Next Generation Writing & Reading score*

of 474 or above or successful completion of ENG 0123 or ENG 0124 with a grade of C or higher)

ENG 1123 English Composition II

This course is a continuation of English Composition I with emphasis on research, argumentation, and composition. (Course description change effective Fall 2014) (Course description change effective Fall 2019) Three hours lecture per week. Credit, three semester hours (*Prerequisite: ENG 1113 or ENG 1114*)

ENG 2133 Creative Writing I

This course involves reading and writing poetry, short fiction, and/or other genres. Three hours lecture per week. Credit, three semester hours.

ENG 2153 Traditional Grammar

This course focuses on the elements of English syntax (Course description change effective Fall 2014) (Course description change effective Fall 2019) Three hours lecture per week. Credit, three semester hours.

ENG 2223 American Literature I

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours lecture per week. Credit, three semester hours (*Prerequisite: ENG 1113*)

ENG 2233 American Literature II

This course surveys representative prose and poetry of the United States from the Civil War to the present. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

ENG 2323 British Literature I

This course surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

ENG 2333 British Literature II

This course surveys British Literature from the Romantic Period to the present. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

ENG 2423 World Literature I

This course surveys texts representative of global, historical, and cultural diversity from the ancient world into the early modern world. Three hours lecture per week. Credit, three semester hours (*Prerequisite: ENG 1113*)

ENG 2433 World Literature II

This course surveys texts representative of global, historical, and cultural diversity from the early modern world to the present. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

ENG 2523 African American Literature I

This course surveys literature of major African American writers from its beginnings to the Harlem Renaissance. Three lectures per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

ENG 2811 Writing Center Peer Tutor

This course introduces students to writing center history, theory, and practices; preparing them to work in writing centers as peer tutors. One hour lecture per week. Credit, one semester hour.

EDUCATIONAL PSYCHOLOGY (EPY)

EPY 2513 Child Psychology

A study of the various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture per week. Credit, three semester hours

EPY 2523 Adolescent Psychology

A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial, and cognitive development. Three hours lecture per week. Credit, three semester hours.

EPY 2533 Human Growth and Development

A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial, and cognitive development. Three hours lecture per week. Credit, three semester hours.

FAMILY AND CONSUMER SCIENCE (FCS)**FCS 1253 Nutrition**

A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers. Three hours lecture per week. Credit, three semester hours.

GEOGRAPHY (GEO)**GEO 1113 World Regional Geography**

A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture per week. Credit, three semester hours.

GEOLOGY (GLY)**GLY 1111 Physical Geology Lab**

Laboratory course which may accompany GLY 1113. Study of the common rocks, minerals, topographic maps and geologic maps. One hour laboratory per week. Credit, one semester hour.

GLY 1113 Physical Geology

The course is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. Three hours lecture per week. Credit, three semester hours.

GRAPHICS AND DRAWING (GRA)**GRA 1113 Engineering Drawing**

The use of instruments, geometric construction, orthographic projection, sectional views, and lettering. Includes two-dimensional computer assisted drafting strategies. One hour lecture and five hours laboratory per week. Credit, three semester hours.

GRA 1143 Graphic Communication I

Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD) in 2-dimensional and 3-dimensional construction. One hour lecture and four hours lab. Credit, three semester hours.

HISTORY (HIS)**HIS 1163 World Civilization I**

A general survey of world history from ancient times to the 1500s. Three hours lecture per week. Credit, three semester hours.

HIS 1173 World Civilization II

A general survey of world history since the 1500s. Three hours lecture per week. Credit, three semester hours.

HIS 1613 African-American History

This is a survey of African-American History from Africa origins to modern times. Three hours lecture per week. Credit, three semester hours.

HIS 2213 American (U.S.) History I

This is a survey of American (U.S.) history to 1877. Three hours lecture per week. Credit, three semester hours.

HIS 2223 American (U.S.) History II

This course is a survey of American (U.S.) history since 1865. Three hours lecture per week. Credit, three semester hours.

HONORS (HON)**HON 1713 Honors Leadership Development I**

The central focus is the development of leadership skills. This course integrates readings from the humanities and experiential learning exercises with readings and discussions of traditional theories. Credit, three semester hours.

HON 1911 Honors Forum I

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

HON 1921 Honors Forum II

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

HON 2713 Honors Leadership Development II

A continuation of HON/LEA 1713 Credit, three semester hour.

HON 2911 Honors Forum III

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

HON 2921 Honors Forum IV

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

HEALTH, PHYSICAL EDUCATION AND RECREATION (HPR)**HPR 1111 General Physical Education Activities I**

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic & aerobic activities. Some activity classes are for varsity sport students only, and you must be a member of the designated varsity team to enroll. Two hours per week. Credit, one semester hour.

HPR 1121 General Physical Education Activities II

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic & aerobic activities. Some activity classes are for varsity sport students only, and you must be a member of the designated varsity team to enroll. Two hours per week. Credit, one semester hour.

HPR 1131 Varsity Sports I

Participation in varsity sport. Credit, one semester hour.

HPR 1141 Varsity Sports II

Participation in varsity sport. Credit, one semester hour.

HPR 1213 Personal and Community Health

This course covers the application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours lecture per week. Credit, three semester hours.

HPR 1313 Introduction to Kinesiology/Health, Physical Education & Recreation

This course covers an introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours lecture per week. Credit, three semester hours.

HPR 1551 Fitness and Conditioning Training I

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

HPR 1561 Fitness and Conditioning Training II

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

HPR 1593 Health Concepts of Physical Activity, Wellness and Nutrition

This course is designed to help students develop an understanding of the concepts of physical fitness and nutrition for a healthful lifestyle and a reduced risk of disease. The student will explore wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight management. Three hours lecture per week. Credit, three semester hours.

HPR 2111 General Physical Education Activities III

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic & aerobic activities. Some activity classes are for varsity sport students only, and you must be a member of the designated varsity team to enroll. Two hours per week. Credit, one semester hour.

HPR 2121 General Physical Education Activities IV

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic & aerobic activities. Some activity classes are for varsity sport students only, and you must be a member of the designated varsity team to enroll. Two hours per week. Credit, one semester hour.

HPR 2131 Varsity Sports III

Participation in varsity sport. Credit, one semester hour.

HPR 2141 Varsity Sports IV

Participation in varsity sport. Credit, one semester hour.

HPR 2213 First Aid and CPR

This course covers the instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three hours lecture per week. Credit, three semester hours.

HPR 2423 Football Theory

This course covers and explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Three hours lecture per week. Credit, three semester hours.

HPR 2453 Baseball Theory

This course covers and explores the theories, practices, tactics and strategies involved in coaching

baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Three hours lecture per week. Credit, three semester hours.

HPR 2551 Fitness and Conditioning Training III

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

HPR 2561 Fitness and Conditioning Training IV

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

HPR 2723 Prevention and Care of Athletic Injuries

This course covers the theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours lecture per week. Credit, three semester hours.

JOURNALISM (JOU)

JOU 1313 News Writing and Reporting I

An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

JOU 1323 News Writing and Reporting II

An advanced journalism course designed to teach news writing and editing with an emphasis on news, features, sports, and editorials. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: JOU 1313*)

LEADERSHIP (LEA)

LEA 1713 Honors Leadership Development I

The central focus is the development of leadership skills. This course integrates readings from the humanities and experiential learning exercises with readings and discussions of traditional theories. Three hour lecture per week. Credit, three semester hours.

LEA 1811 Leadership and Organization Skills I

An introduction of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture per week. Credit, one semester hour.

LEA 1821 Leadership and Organizational Skills II

A study of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture per week. Credit, one semester hour.

LEA 1911 Leadership & Communication Skills Dev. - Recruiting & Public Relations I

This course introduces the student to his/her responsibilities as a member of the recruiting/public relations team. One hour lecture per week. Credit, one semester hour.

LEA 1921 Leadership & Communication Skills Dev. - Recruiting & Public Relations II

A continuation of LEA 1911. One hour lecture per week. Credit, one semester hour.

LEA 2713 Honors Leadership Development II

A continuation of HON/LEA 1713. Three hour lecture per week. Credit, three semester hour.

LEARNING AND LIFE SKILLS (LLS)

LLS 1151 College Life

This course is designed to assist the first time student in achieving academic, career, and personal

success. Credit, one semester hour.

LLS 1311 Orientation

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. One hour lecture per week. Credit, one semester hour.

LLS 1423 College Study Skills

This course is designed as an advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate. Three hours lecture per week. Credit, three semester hours.

LLS 1713 Job Search Skills

This course is designed to prepare students for job networking skills, completing applications resume writing, interviewing, and work ethic. Three hours lecture per week. Credit, three semester hours.

LLS 1723 Employment Readiness

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture per week. Credit, three semester hours.

MATHEMATICS (MAT)

MAT 1233 Intermediate Algebra

This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three hours lecture/lab per week. Institutional Credit, three semester hours. (*Prerequisite: ACT Math score of 16 - 18 or Next-Generation ACCUPLACER Math score of 231-253 or successful completion of MAT 0123 with a grade of C or higher*)

MAT 1234 Intermediate Algebra

This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials; additional prerequisite topics will be covered as needed. Four hours lecture/lab per week. Institutional Credit, four semester hours. (*Prerequisite: ACT Math score of 1 - 15 or Next-Generation ACCUPLACER Math score of 200-230.*)

MAT 1313 College Algebra

This course includes the following topics with applications: inequalities; functions; linear and quadratic equations, and their graphs; rational, radical, and higher order equations; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: ACT Math score of 19 or Next-Generation ACCUPLACER Math score of 254 or above or successful completion of MAT 1233 or MAT 1234 with a grade of C or higher*)

MAT 1314 College Algebra

This course includes the following topics with applications: inequalities; functions; linear and quadratic equations, and their graphs; rational, radical, and higher order equations; polynomial and rational functions; logarithmic and exponential functions; systems of equations; additional prerequisite topics will be covered as needed. Four hours lecture/lab per week. Credit, four semester hours. (*Prerequisite: ACT Math score of 16-18 or Next-Generation ACCUPLACER Math score of 231-254 or successful completion of MAT 1234 with a grade of C or higher*)

MAT 1323 Trigonometry

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT*

1313 or ACT Math Score of 24 or above)

MAT 1343 Pre-Calculus

This course is a review of college algebra and trigonometry in preparation for Calculus I. Topics include algebraic functions, algebraic equations, logarithmic and exponential functions, trigonometric functions, trigonometric equations, and graphs of functions. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT Math Score of 19 or above and high school trigonometry or successful completion of MAT 1233/1234 and high school trigonometry*)

MAT 1513 Business Calculus I

This course is a study of functions, limits, continuity, derivatives, and their applications to business and economics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

MAT 1523 Business Calculus II

This course is a study of antiderivatives, techniques of integration, applications of the definite integral, and applications to business and economics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1513*)

MAT 1613 Calculus I

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; and applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 and MAT 1323 or MAT 1343, or ACT Math Score of 26 or above*)

MAT 1623 Calculus II

This course includes the following topics: antiderivatives, the definite integral, indefinite integrals, techniques of integration, and applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1613*)

MAT 1723 Real Number System

This course is designed for elementary and special education majors. Topics include set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

MAT 1733 Geometry, Measurement, and Probability

This course is designed for elementary and special education majors. Topics include geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

MAT 1743 Problem Solving with Real Numbers

This course is designed for elementary and special education majors. Topics include logic, applications of real numbers, probability, and statistics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

MAT 1753 Quantitative Reasoning

This course is designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, set theory, probability, descriptive statistics, and finance. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT Math score of at least 16 or Next-Generation ACCUPLACER Math score of 231-253*)

MAT 2113 Introduction to Linear Algebra

This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformation; applications; eigenvalues and eigenvectors. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1623*)

MAT 2323 Statistics

This course is an introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

MAT 2613 Calculus III

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite sequences and series; Taylor polynomial, vectors and geometry of space. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1623*)

MAT 2623 Calculus IV

This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces, line integrals, and divergence theorem. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 2613*)

MAT 2913 Differential Equations

This course includes the following topics: solution of first and higher order differential equations, existence theorems, Laplace transforms; applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 2623 or Corequisite: MAT 2623*)

MODERN AND FOREIGN LANGUAGE (MFL)**MFL 1213 Spanish I**

This course is an oral-aural approach which stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication and culture. Three hours lecture per week. Credit, three semester hours.

MFL 1223 Spanish II

This course builds on MFL 1213 with wider vocabulary and more complex structures and functions. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 1213*)

MFL 2213 Spanish III

This course builds on MFL 1223 with additional materials of literary and cultural value. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 1223*)

MFL 2223 Spanish IV

This course builds on MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 2213*)

MUSIC APPLIED (MUA)**(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)**

All music majors desiring enrollment in Applied Music course must audition prior to registration so that the proper course numbers can be assigned. Applied Music courses may be scheduled for elective credit by non-music majors at the discretion of the instructor. One hour practice is required daily for each Applied Music hour credit.

MUA 1111, 1121, 2111, 2121 Class Brass I, II, III, & IV

Brass instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of brass instruction and performance. Credit, one semester hour each.

MUA 1141, 1151, 2141, 2151 Elective Brass I, II, III, & IV

Brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. Credit, one semester hour each.

MUA 1172, 1182, 2172, 2182 Brass For Music Education Majors I, II, III, & IV

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Credit, two semester hours each.

MUA 1173, 1183, 2173, 2183 Brass For Music Majors I, II, III, & IV

Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Credit, three semester hours each.

MUA 1211, 1221, 2211, 2221 Class Guitar I, II, III, & IV

Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique. Credit, one semester hour each.

MUA 1241, 1251, 2241, 2251 Elective Guitar I, II, III, & IV

Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. Credit, one semester hour each.

MUA 1272, 1282, 2272, 2282 Guitar For Music and Music Education Majors I, II, III, & IV

Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Credit, two semester hours each.

MUA 1411, 1421, 2411, 2421 Class Percussion I, II, III, & IV

Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. Credit, one semester hour each.

MUA 1441, 1451, 2441, 2451 Elective Percussion I, II, III, & IV

Percussion instruction for music majors and non-music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. Credit, one semester hour each.

MUA 1472, 1482, 2472, 2482 Percussion For Music Education I, II, III, & IV

Percussion instruction for music majors and advanced non-music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Credit, two semester hours each.

MUA 1473, 1483, 2473, 2483 Percussion For Music Majors I, II, III, & IV

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Credit, three semester hours each.

MUA 1511, 1521, 2511, 2521 Class Piano For Music Majors I, II, III & IV

Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. Credit, one semester hour each.

MUA 1541, 1551, 2541, 2551 Piano For Non-Music Majors I, II, III, & IV

Individual piano instruction for non-music majors. Credit, one semester hour each.

MUA 1572, 1582, 2572, 2582 Piano For Keyboard Majors (Music Education) I, II, III, & IV

Individual piano instruction including technique, appropriate repertoire, and memorization. Credit, two semester hours each.

MUA 1573, 1583, 2573, 2583 Piano For Keyboard Majors (Performance) I, II, III, & IV

Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Credit, three semester hours each.

MUA 1641, 1651, 2641, 2651 Strings for Non Majors (Elective Strings) I, II, III, & IV

Bowed string instrument instruction for non-music majors and music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions. Credit, one semester hour each.

MUA 1672, 1682, 2672, 2682 Strings for Music Education Majors I, II, III, & IV

Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature. Credit, two semester hours each.

MUA 1711, 1721, 2711, 2721 Class Voice I, II, III, & IV

A course designed to teach the fundamental principles of singing, develop the student's vocal ability in a group setting, and explore elementary to moderate levels of vocal literature. Credit, one semester hour each.

MUA 1741, 1751, 2741, 2751 Voice For Non-Vocal Majors I, II, III, & IV

Individual voice instruction for non-vocal majors designed to teach the fundamental principles of singing, develop the student's vocal ability, and explore vocal literature. (Title and course description change effective Fall 2013) (Course description change effective Fall 2018) Credit, one semester hour each.

MUA 1772, 1782, 2772, 2782 Voice For Vocal Music Education Majors I, II, III, & IV

Individual voice instruction for vocal majors designed to teach the fundamental principles of singing, develop the student's singing ability, and explore varied vocal literature. (Title and course description change effective Fall 2013) (Course description change effective Fall 2018) Credit, two semester hours each.

MUA 1773, 1783, 2773, 2783 Voice For Vocal Performance Majors I, II, III, & IV

Individual voice instruction for vocal majors designed to teach the fundamental principles of singing, develop the student's singing ability, and explore varied vocal literature. (Title and course description change effective Fall 2013) (Course description change effective Fall 2018) Credit, three semester hours each.

MUA 1811, 1821, 2811, 2821 Class Woodwinds I, II, III, & IV

Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. Credit, one semester hour each.

MUA 1841, 1851, 2841, 2851 Elective Woodwinds I, II, III, & IV

Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. Credit, one semester hour each.

MUA 1872, 1882, 2872, 2882 Woodwinds For Music Education Majors I, II, III, & IV

Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Credit, two semester hours each.

MUA 1873, 1883, 2873, 2883 Woodwinds For Music Majors I, II, III, & IV

Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the

student's playing ability. Credit, three semester hours each.

MUSIC ORGANIZATIONS (MUO)
(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

MUO 1111, 1121, 2111, 2121 Band I, II, III, & IV

Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. Five hours laboratory per week. Credit, one semester hour each. (Wesson Campus) (*Prerequisite: Consent of instructor*)

MUO 1131, 1141, 2131, 2141 Small Instrument Ensemble I, II, III, & IV

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Credit, one semester hour each. (Wesson Campus)

MUO 1151, 1161, 2151, 2161 Small Mixed Ensemble I, II, III, & IV

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Credit, one semester hour each. (Wesson Campus)

MUO 1171, 1181, 2171, 2181 Large Jazz Ensemble I, II, III, & IV

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. Credit, one semester hour each. (Wesson Campus) (*Prerequisite: consent of instructor*)

MUO 1211, 1221, 2211, 2221 Choir I, II, III, & IV

A course for music majors and non-majors focused on performing a variety of choral music. Four hours laboratory per week. Credit, one semester hour each. (Wesson Campus)

MUO 1241, 1251, 2241, 2251 Small Voice Ensemble I, II, III, & IV

A course for select singers focused on performing from one or more genres of music. Groups less than concert choir size, such as show choirs (Sojourners), chamber choirs (Ambassadors), or other small vocal ensembles, Membership by auditions. Credit, one semester hour each. (Wesson Campus)

MUSIC FOUNDATIONS (MUS)
(Education, History, Literature and Theory)

MUS 1113 Music Appreciation

A course designed to give the student the ability to understand, appreciate, and evaluate music. Three hours lecture per week. Credit, three semester hours.

MUS 1133 Fundamentals of Music

Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions.

MUS 1211 Music Theory I, Lab

Lab instruction. Development of music sight-singing, ear training, and dictation skills. Credit, one semester hour. (*Corequisite: MUS 1213*)

MUS 1213 Music Theory I

Study of functional harmony through analysis and part writing. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT English score of 17 or above or ACCUPLACER combined Next Generation Writing & Reading score of 474 or above or successful completion of ENG 0123 with a grade of C or higher*)

MUS 1221 Music Theory II, Lab

Lab instruction. Development of music sight-singing, ear training, and dictation skills. Credit, one semester hour. (*Prerequisite: Minimum grade of "C" in MUS 1211*)

MUS 1223 Music Theory II

Continued study and review of functional harmony through analysis and part-writing. Three hours lecture and one laboratory hour per week. Credit, three semester hours.

MUS 1233 Commercial Music Theory

The study of concepts and skills pertaining to music theory for music industry majors. Includes study of notation, rhythm, scales, key signatures, intervals, and triads. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: Minimum grade of C in MUS 1133*)

MUS 1313 Introduction to Music Industry

This course is an introductory overview of the entertainment industry's scope, systems and practices. Three hours lecture per week. Credit, three semester hours.

MUS 1413 Basic Computer Skills for Musicians

This course is designed to introduce students to digital media skills and the Apple Operating System. Three hours lecture per week. Credit, three semester hours.

MUS 1423 Survey of Popular Music

Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present. Three lecture hours per week. Credit, three semester hours.

MUS 1911, 1921, 2911, 2921 Recital Class I

Performances of solo and ensemble literature for students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. Credit, one semester hour.

MUS 2123 Music Survey (Majors)

Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Students will demonstrate a basic knowledge of historical periods, composers, and musical forms. Students will assess representative works through evaluation of selected listening and score examples. Three hours lecture per week. Credit, three semester hours.

MUS 2211 Music Theory III, Lab

Lab instruction. Development of music sight-singing, ear training, and dictation. Credit, one semester hour. (*Prerequisite: Minimum grade of "C" in MUS 1221*)

MUS 2213 Music Theory III

Continued study of functional harmony through analysis and part writing. Three hours lecture and one laboratory and review hour per week. Credit, three semester hours.

MUS 2221 Music Theory IV, Lab

Lab instruction. Development of music sight-singing, ear training, and dictation skills. Credit, one semester hour. (*Prerequisite: Minimum grade of "C" in MUS 2211*)

MUS 2223 Music Theory IV

Continued study and review of functional harmony through analysis and part writing. Introduction to twentieth century techniques.

MUS 2513 Music for Elementary Teachers

Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three hours lecture per week. Credit, three semester hours.

ASSOCIATE DEGREE NURSING (NUR)**NUR 1113 Pharmacology**

This course provides an introduction to pharmacology and pharmacotherapy. Drugs are learned within groups (drug-classifications), focusing on the prototypes. Topics include drug-nomenclature, standard abbreviations, terminology, and herbals/alternatives. The vital medication-administration role of nurses is emphasized and addresses safety, legal, ethical, and cultural considerations. Important concepts that are introduced, discussed, and frequently reiterated, include critical-thinking, evidenced-based practice, authoritative-resources, and interdisciplinary collaboration. Credit, three semester hours. (*Prerequisites: Admission to the ADN Program, completion of ADN prerequisites. Corequisite: NUR 1119*)

NUR 1119 Fundamentals of Nursing

Fundamentals of Nursing is a didactic and clinical course that introduces the student to the basics of nursing theory including the nursing process, health assessment, critical thinking, and selected nursing skills. Physiological, psychological, sociological, developmental, spiritual, ethnic-cultural, and socioeconomic factors are introduced and examined. Students begin to utilize and apply these concepts and theories into the practice of nursing in a variety of structured settings. This course also introduces the functions and roles of the associate degree nurse within evidenced-based nursing practice and identifies opportunities for interdisciplinary collaboration with members of the healthcare team to ensure continuity of client care. Credit, nine semester hours. (*Prerequisites: Admission to the ADN program, completion of ADN prerequisites. Corequisite: NUR 1113*)

NUR 1219 Medical-Surgical Nursing I

Medical-Surgical Nursing I is a didactic and clinical course which focuses on the holistic care of Medical-Surgical clients with acute and chronic health alterations. Emphasis is placed on the synthesis of relevant theories, concepts and principles from nursing, social, behavioral, and natural sciences when making nursing judgments. Students utilize the nursing process to plan nursing actions to assist Medical-Surgical clients to maximize their potential for wellness. Physiological, psychological, sociological, developmental, spiritual, ethnic-cultural, and socioeconomic factors are examined. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within evidence-based nursing practice in the Medical-Surgical and selected community settings. Selected clinical experiences are provided within the environment of hospital based and community settings utilizing interdisciplinary collaboration to ensure continuity of care. Credit, nine semester hours. (*Prerequisites: NUR 1113 and NUR 1119*)

NUR 1953 Nursing Externship

This nursing elective course provides the student with additional opportunity to enhance knowledge and skills in the practice of nursing while under the direct supervision of a registered nurse preceptor. Affiliating hospitals provide preceptors along with monetary compensation for the student during the externship program. Credit, three semester hours. (*Prerequisites: NUR 1113, NUR 1119, and NUR 1219*)

NUR 2316 Maternal-Newborn and Women's Health Nursing

Maternal-Newborn Nursing is a didactic and clinical course designed to assist the learner to develop the knowledge and expertise necessary to meet the needs of the childbearing family and health care of women through the lifespan. Physiological, psychological, sociological, developmental, spiritual, ethnic-cultural, and socioeconomic factors involved in maternal-newborn and women's health nursing are emphasized. The student is required to utilize critical thinking skills when applying the nursing process to the prioritization of care for members of the childbearing family, and women from adolescence to old age. The course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within evidence-based nursing practice in the maternal-newborn and women's health settings including interdisciplinary collaboration. Selected clinical experiences are provided within the environment of hospital based and community settings. Credit, six semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, and EPY 2533. Corequisite: NUR 2326*)

NUR 2326 Nursing Care and the Pediatric Client

Nursing Care and the Pediatric Client is a didactic and clinical course. This course is designed to pro-

vide the student with the knowledge and experience related to the nursing care of the pediatric client (birth through adolescence). Theories of development and content related to the various life stages of this age group within the context of the family will be considered. Content also includes the role of the associate degree nurse in caring for the pediatric client with common health problems along the wellness-illness continuum considering physiological, psychological, sociological, developmental, and ethnic-cultural factors. The student is required to utilize critical thinking skills when applying the nursing process to the prioritization of care for the pediatric client. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within evidence-based nursing practice. Content includes a variety of components including management and delegation, role identity, successful role transition, teaching/learning, use of technology, moral/ethical/legal issues impacting nursing care, interdisciplinary collaboration, and empowered nursing practice. Selected clinical experiences are provided in a variety of clinical/community settings. Credit, six semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, and EPY 2533. Corequisite: NUR 2316*)

NUR 2414 Psychiatric Mental Health Nursing

Psychiatric Mental Health Nursing is a didactic and clinical course which focuses on the holistic care of clients experiencing mental health alterations in varying degrees along the health continuum. Emphasis is placed on the synthesis of relevant theories, concepts and principles from nursing, social, behavioral, and natural sciences when making nursing judgments. Students are required to utilize critical thinking to develop therapeutic nursing interventions to assist psychiatric mental health clients to maintain their dignity and rights while maximizing their potential toward wellness. Physiological, psychological, sociological, developmental, spiritual, ethnic-cultural, and socioeconomic factors are examined. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within mental health settings. Content includes a variety of components including management and delegation, role identity, moral/ethical/legal issues impacting nursing care, and interdisciplinary collaboration within evidence-based nursing practice. Selected clinical experiences are provided to diverse populations within the environment of various structured health care delivery settings. Credit, four semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, NUR 2316, and NUR 2326. Corequisite: NUR 2426*)

NUR 2426 Medical Surgical Nursing II

Medical-Surgical Nursing II is a didactic and clinical course that focuses on the holistic care of medical-surgical clients of varying acuity levels: those with recurring health problems, those who are critically ill and in need of specialized care, and those in need of emergency care. Emphasis is placed on the synthesis of relevant theories, concepts and principles from nursing, social, behavioral, and natural sciences when making nursing judgments. Students are required to utilize the nursing process to assist medical-surgical clients to maintain their dignity and rights while maximizing their potential for wellness within their physiological, psychological, sociological, developmental, ethnic-cultural, and socioeconomic factors. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within evidence-based nursing practice. Content includes a variety of components including management and delegation, role identity, successful role transition, teaching/learning, use of technology, moral/ethical/legal issues impacting nursing care, interdisciplinary collaboration, and empowered nursing practice. Selected clinical experiences are provided within the environment of various structure health care delivery settings. Credit, six semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, NUR 2316, and NUR 2326. Corequisite: NUR 2414*)

NUR 2432 NCLEX-RN® Preparation

This nursing course is designed to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Content includes critical thinking activities, test-taking strategies, and review of selected core nursing content. Credit, two semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, NUR 2316, and NUR 2326. Corequisites: NUR 2414, NUR 2426*)

PHILOSOPHY AND RELIGION (PHI)

PHI 1113 Old Testament Survey

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work,

along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three hours lecture per week. Credit, three semester hours.

PHI 1133 New Testament Survey

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three hours lecture per week. Credit, three semester hours.

PHI 2113 Introduction to Philosophy I

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three hours lecture per week. Credit, three semester hours.

PHI 2143 Introduction to Ethics

An introduction to moral philosophy with the investigation of some selected moral problems. Three hours lecture per week. Credit, three semester hours.

PHYSICS (PHY)

PHY 1111 Introduction to Astronomy, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture. Two hours laboratory per week. Credit, one semester hour.

PHY 1113 Introduction to Astronomy

A lecture course that includes surveys of the solar system, our galaxy, and the universe. Three hours lecture per week. Credit, three semester hours.

PHY 2213 Physics of Sound

Course explores the nature of sound and how sound interacts with its environment. Topics include: the production and transmission of sound; the physical properties of sound; simple harmonic motion; complex waves; and the perception of sound. 3-hour lecture per week. Credit, 3 semester hours.

PHY 2241 Physical Science I, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture. Two hours laboratory per week. Credit, one semester hour.

PHY 2243 Physical Science I

A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Three hours lecture per week. Credit, three semester hours.

PHY 2251 Physical Science II, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture. Two hours laboratory per week. Credit, one semester hour.

PHY 2253 Physical Science II, Lecture

A lecture course that includes studies of chemistry and earth science. Three hours lecture per week. Credit, three semester hours.

PHY 2313 Physics I, Lecture and Lab

A calculus-based combined lecture and laboratory course covering mechanics and conservation laws, primarily for engineering, science, and mathematics majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Pre or corequisite MAT 1613*)

PHY 2323 Physics II, Lecture and Lab

A calculus-based combined lecture and laboratory course covering electricity and magnetism, primarily for engineering, science, and mathematics majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: PHY 2313*)

PHY 2333 Physics III, Lecture and Lab

A calculus-based combined lecture and laboratory course covering harmonic motion, waves, optics, and an introduction to modern physics, primarily for engineering, science, and mathematics majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: PHY 2323*)

PHY 2411 General Physics I, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I, Lecture. Two hours laboratory per week. Credit, one semester hour.

PHY 2413 General Physics I, Lecture

A trigonometry-based lecture course covering mechanics and conservation laws primarily for pre-professional majors. Three hours lecture and two hours laboratory per week. Credit, three semester hours.

PHY 2414 General Physics I, Lecture and Lab

A trigonometry-based combined lecture and laboratory course covering mechanics and conservation laws primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Credit, four semester hours.

PHY 2421 General Physics II, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423 General Physics II, Lecture. Two hours laboratory per week. Credit, one semester hour.

PHY 2423 General Physics II, Lecture

A trigonometry-based lecture course covering electricity, magnetism, and optics primarily for pre-professional majors. Three hours lecture. Credit, three semester hours.

PHY 2424 General Physics II, Lecture and Lab

A trigonometry-based combined lecture and laboratory course covering electricity, magnetism, and optics primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Credit, four semester hours.

PHY 2514 General Physics I-A, Lecture and Lab

A calculus-based combined lecture and laboratory course covering mechanics and conservation laws, primarily for mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Credit, four semester hours.

PHY 2524 General Physics II-A, Lecture and Lab

A calculus-based combined lecture and laboratory course covering electricity, magnetism, and optics, primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Credit, four semester hours.

PARALEGAL STUDIES

PLG 1113 Introduction to Paralegal Studies

The role of the paralegal in the practice of law. Introduction to legal research and source materials. Three hours lecture per week. Credit, three semester hours.

POLITICAL SCIENCE (PSC)

PSC 1113 American National Government

Survey of the foundations, institutions, and political aspects of American national government. Credit, three semester hours.

PSC 1123 American State and Local Government

Survey of the relationship among American local, state, and national governments and the organization, function, and operation of the different levels of government. Three hours lecture per week. Credit, three semester hours.

PSYCHOLOGY (PSY)

PSY 1513 General Psychology

An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture per week. Credit, three semester hours.

PSY 2113 Laboratory in Psychology: Cognition and Behavior

Students will experience discussion and application of descriptive (survey, case study, archival, and observational) correlation and experimental research methods. Specifically, the purpose is to train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual, and cognitive functioning. The student will be introduced to research ethics and issues. 3- hour lecture per week. Credit, 3 semester hours.

PSY 2223 Perspectives on Child Maltreatment of Child Advocacy

This introductory child advocacy studies course covers the historical, legal framework, responses to child maltreatment, and current cultural controversies pertinent to child maltreatment and child advocacy. Three hours lecture per week. Credit, three semester hours.

PSY 2513 Child Psychology

A study of the various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture per week. Credit, three semester hours.

PSY 2523 Adolescent Psychology

A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture per week. Credit, three semester hours.

PSY 2533 Human Growth and Development

A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial, and cognitive development. Three hours lecture per week. Credit, three semester hours.

PSY 2553 Psychology of Personal Adjustment

A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness and career exploration. Three hours lecture per week. Credit, three semester hours.

SOCIOLOGY (SOC)

SOC 2113 Introduction to Sociology

This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups. Three hours lecture per week. Credit, three semester hours.

SOC 2133 Social Problems

This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three hours lecture per week. Credit, three semester hours.

SOC 2143 Marriage and Family

A study of the development marriage and family as social institutions within society. Three hours lecture per week. Credit, three semester hours.

SOC 2223 Perspectives on Child Maltreatment of Child Advocacy

This introductory child advocacy studies course covers the historical, legal framework, responses to child maltreatment, and current cultural controversies pertinent to child maltreatment and child advocacy. Three hours lecture per week. Credit, three semester hours.

SPEECH AND THEATRE (SPT)

SPT 1113 Public Speaking I

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

SPT 1153 Voice, Diction and Phonetics

A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. 3-hour lecture per week. Credit, 3 semester hours.

SPT 1213 Fundamentals of Theatre Production

A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. 3-hour lecture per week. Credit, 3 semester hours.

SPT 1223 Movement for the Actor

Techniques for stage movement for the actor. 3-hour lecture per week. Credit, 3 semester hours.

SPT 1233 Acting I

An introduction to the basic techniques of acting for the stage. 3- hour lecture per week. Credit, 3 semester hours.

SPT 1241 Drama Production I

Participation in college drama. Required for theatre majors. 1-hour lecture per week. Credit, 1 semester hour.

SPT 1251 Drama Production II

Participation in college drama. Required for theatre majors. 1-hour lecture per week. Credit, 1 semester hour.

SPT 1273 Theatrical Makeup

Techniques in the application of makeup for the stage. 3-hour lecture per week. Credit, 3 semester hours.

SPT 2173 Interpersonal Communication

Theory and analysis of dyadic/two-person relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Three hours lecture per week. Credit, three semester hours.

SPT 2223 Stagecraft

Implementation and application of all technical elements of production, design and operation. 3-hour lecture per week. Credit, 3 semester hours.

SPT 2233 Theatre Appreciation

An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. Three hours lecture per week. Credit, three semester hours.

SPT 2241 Drama Production III

Participation in college drama. Required for theatre majors. 1-hour lecture per week. Credit, 1 semester hour.

SPT 2251 Drama Production IV

Participation in college drama. Required for theatre majors. 1-hour lecture per week. Credit, 1 semester hour.

SPT 2263 Directing

The student will learn the fundamentals of directing such as script analysis, conceptualization, staging scheduling and communication. 3-hour lecture per week. Credit, 3 semester hours.

SPT 2283 Acting II

Continued training in the techniques of role preparation and character development through concentrated monologue and scene work. 3-hour lecture per week. Credit, 3 semester hours.

SPT 2313 Playwriting

Practice in the fundamentals of dramatic composition. Reading, discussion, and analysis of written work, as well as an emphasis on original work. 3-hour lecture per week. Credit, 3 semester hours.

SOCIAL WORK (SWK)

SWK 1113 Social Work: A Helping Profession

The course exposes students to a “helping” profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of “real” social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. Three hours lecture per week. Credit, three semester hours.

SWK 2223 Perspectives on Child Maltreatment of Child Advocacy

This introductory child advocacy studies course covers the historical, legal framework, responses to child maltreatment, and current cultural controversies pertinent to child maltreatment and child advocacy. Three hours lecture per week. Credit, three semester hours.



Career and Technical Education Course Descriptions

CAREER AND TECHNICAL EDUCATION COURSES

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY (ACT)

ACT 1003 Introduction to Heating and Air Conditioning Technology

This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ACT 1124 Basic Compression Refrigeration

This course is an introduction to the field of refrigeration and air conditioning. Emphasis is placed on trade math, thermodynamics and heat transfer. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ACT 1133 Brazing and Piping

This course includes various tools and pipe connecting techniques. This course also includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ACT 1214 Controls

This course includes fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ACT 1313 Refrigeration System Components

This course is an in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration

This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ACT 2324 Commercial Refrigeration

This course includes a continuation of various commercial refrigeration systems. This course also includes installation, servicing, and maintaining systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ACT 2414 Heating, Ventilation, Air Conditioning and Refrigeration I

This course includes residential air conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ACT 2424 Heating, Ventilation, Air Conditioning and Refrigeration II

This course includes a continuation of Heating, Ventilation, Air Conditioning and Refrigeration I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ACT 2433 Refrigerant, Retrofit, and Regulations

This course includes regulations and standards for new retrofit and government regulations. This

course includes EPA regulations, local, and state codes. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ACT 2513 Heating Systems

This course includes various types of residential and commercial heating systems. This course includes gas, oil, electric, compression, and hydronic heating systems. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ACT 2624 Heat Load and Air Properties

This course includes introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. This course includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. This course introduces air testing instruments and computer usage. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ACT 291(1-3) Special Project in Heating, Ventilation, Air Conditioning and Refrigeration Technology

This course is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to ensure that the selection of a project will enhance the student's learning experience. Four hours laboratory per week. Credit, two semester hours.

AUTOMOTIVE TECHNOLOGY (ATT)

ATT 1124 Basic Electrical/Electronic Systems

A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 1134 Advanced Electrical Systems

A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer systems, and accessories. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 1214 Brakes

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 1314 Manual Drive Trains/Transaxles

A course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

ATT 1424 Engine Performance I

A course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

ATT 1714 Engine Repair

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components, including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

ATT 1811 Introduction, Safety and Employability Skills

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. One hour lecture per week. Credit, one semester hour.

ATT 2324 Automatic Transmissions/Transaxles

A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

ATT 2334 Steering and Suspension Systems

This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. This course includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering/suspension components. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 2434 Engine Performance II

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 2444 Engine Performance III

A course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 2614 Heating and Air Conditioning

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

ATT 2914 Special Problems in Automotive Technology

A basic course to provide students with an opportunity to utilize basic skills and general knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Eight hours laboratory per week. Credit, four semester hours.

BUSINESS AND OFFICE TECHNOLOGY (BOT)**BOT 1013 Introduction to Keyboarding**

This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Two hours lecture per week and two hours laboratory per week. Credit, three semester hours.

BOT 1233 Microsoft® Word® I

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions . Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 1243 Microsoft® Word® II

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding . Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: BOT 1233 Microsoft® Word® I*)

BOT 1273 Introduction to Microsoft® Office®

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. Two hours lecture per week and two hours laboratory per week. Credit, three semester hours.

BOT 1313 Applied Business Mathematics

This course is designed to develop competency in mathematics for business use. Three hours lecture per week. Credit, three semester hours.

BOT 1433 Business Accounting

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture per week. Credit, three semester hours.

BOT 1443 Advanced Business Accounting

This course is a continuation of Business Accounting with emphasis in advanced accounting topics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: BOT 1433 Business Accounting or ACC 2213 Principles of Accounting I.*)

BOT 1453 Introduction to Business Management

This course is a study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three hours lecture per week. Credit, three semester hours.

BOT 1493 Social Media Management and Marketing

This course teaches student how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video-sharing sites, podcasts, widgets, virtual worlds, and more. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 1613 Medical Terminology I

This course is an introduction to medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three hours lecture per week. Credit, three semester hours.

BOT 1623 Medical Terminology II

This course is a continuation of Medical Terminology I (BOT 1613), which includes medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three hours lecture per week. Credit, three semester hours.

BOT 1763 Communication Essentials

This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 1823 Microsoft® Excel® I

This course focuses on application Microsoft® Excel® as an aid to management decision making. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 1853 Microsoft® Excel® II

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: BOT 1823 Microsoft® Excel® I*)

BOT 2133 Desktop Publishing

This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of desktop publishing software. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 2183 Career Readiness

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture per week. Credit, three semester hours.

BOT 2233 Human Resource Management

This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture per week. Credit, three semester hours.

BOT 2333 Microsoft® Access®

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 2433 QuickBooks®

This course applies basic accounting principles using QuickBooks®. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

BOT 2463 Payroll Accounting

This course provides an in-depth study of payroll accounting. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: BOT 1433 Business Accounting or ACC 2213 Principles of Accounting*)

BOT 2613 Entrepreneurial Problem Solving

This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analysis of case studies, and projects and surveys of current business practices. Three hours lecture per week. Credit, three semester hours.

BOT 2743 Medical Office Concepts

This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. Three hours lecture per week. Credit, three semester hours.

BOT 2763 Electronic Health Records

This course covers electronic health records (EHR) in the healthcare environment. Two hours lecture and two hour laboratory per week. Credit, three semester hours.

BOT 2833 Integrated Computer Applications

This advanced course integrates activities using the enhanced features of application software including Microsoft® Office® suite. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: BOT 1273 Introduction to Microsoft® Office®*)

EARLY CHILDHOOD EDUCATION TECHNOLOGY (CDT)**CDT 1113 Early Childhood Profession**

This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CDT 1214 Infant and Toddler Development

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group setting is given in laboratory classroom or collaborative centers. Three hours lecture and two hours lab per week. Credit, four semester hours.

CDT 1224 Preschool and Primary Development

This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in after-school and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers (Ages 3–8). Three hours lecture and two hours laboratory per week. Credit, four semester hours.

CDT 1313 Creative Arts for Young Children

This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. Experiences will be implemented during Practicum. Three hours lecture per week. Credit, three semester hours.

CDT 1343 Child Health, Safety, and Nutrition

This course provides knowledge of general health, safety and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and reference in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). Three hours lecture per week. Credit, three

semester hours.

CDT 1713 Language and Literacy Development for Young Children

This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. The Mississippi Early Learning Standards, Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Activities will be implemented during Practicum. Three hours lecture per week. Credit, three semester hours.

CDT 2233 Guiding Social and Emotional Behavior

This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards, the Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Practicum I and II. Three hours lecture per week. Credit, three semester hours.

CDT 2413 Development of the Exceptional Child

This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CDT 2513 Family Dynamics and Community Involvement

This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. (Ages birth to 8 years). Three hours lecture per week. Credit, three semester hours.

CDT 2613 Methods, Materials, and Measurements

This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Practicum. Three hours lecture per week. Credit, three semester hours.

CDT 2714 Social Studies, Math, and Science for Young Children

This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. Lab activities with the children are implemented during Practicum. Four hours lecture per week. Credit, four semester hours.

CDT 2813 Administration of Programs for Young Children

This course provides knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management and the quality measures through state agencies. Three hours lecture per week. Credit, three semester hours.

CDT 2914 Initial Practicum

This course is a supervised practicum which includes a minimum of 180 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Eight hours laboratory per week. Credit, four semester hours.

CDT 2934 Preschool Practicum Experience

This course is a supervised practicum which includes a minimum of 180 clock hours of supervised teaching in an approved preschool setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Eight hours laboratory per week. Credit, four semester hours.

CONSTRUCTION EQUIPMENT OPERATION (CEV)

CEV 1212 Safety I

Personal safety, fire safety, and rules for safety of each machine to include prestart, operational, post-operation, and traffic. One hour lecture and two hours laboratory per week. Credit, two semester hours.

CEV 1222 Safety II

Pedestrian safety, safety communications, and safety procedures in working near utilities. One hour lecture and two hours laboratory per week. Credit, two semester hours.

CEV 1313 Service and Preventive Maintenance I

Characteristics of oils and greases, fuel handling procedures, and performing minor mechanical maintenance. Practice includes servicing a fuel filter system and changing engine oil. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CEV 1323 Service and Preventive Maintenance II

Lubrication procedures; servicing air filters; servicing cooling systems; servicing hydraulic systems; and installation, removal, and storage of batteries. One hour lecture and four hours laboratory per week. Credit, three semester hours.

CEV 1416 Equipment Operation I

This course focuses on the application of proven management principles and techniques to the management of safety and health and loss control programs. One hour lecture and ten hours laboratory per week. Credit, six semester hours.

CEV 1426 Equipment Operation II

Operation of the dozer, loader, and excavator. Includes the controls and basic skills performed with each machine and completing assignments by verbal and written instructions. One hour lecture and ten hours laboratory per week. Credit, six semester hours.

CEV 1514 Grade Work I

Setting and checking grade stakes which are used on job sites. Instruction and practice of transferring elevations are also included. One hour lecture and six hours laboratory per week. Credit, four semester hours.

CEV 1524 Grade Work II

Additional instruction and practice regarding the setting and checking grades. Also instruction and practice on the compaction of various materials. One hour lecture and six hours laboratory per week.

Credit, four semester hours.

COSMETOLOGY (COV)

COV 1123 Cosmetology Orientation

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture and three hours clinical per week. Credit, three semester hours.

COV 1244 Cosmetology Science I

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture and six hours laboratory per week. Credit, four semester hours.

COV 1255 Cosmetology Science II

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practices as governed by and safety precautions associated with each. Three hours lecture and six hours laboratory per week. Credit, five semester hours.

COV 1264 Cosmetology Science III

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture and three hours laboratory per week. Credit, four semester hours.

COV 1426 Hair Care I

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulation involved in cosmetology practices and safety precautions associated with each. Two hours lecture and twelve hours laboratory per week. Credit, six semester hours.

COV 1435 Hair Care II

This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair theory and lab practice as governed by Mississippi cosmetology practices and safety precautions associated with each. Two hours lecture and twelve hours laboratory per week. Credit, five semester hours.

COV 1443 Hair Care III

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom regulations involved in cosmetology practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory per week. Credit, three semester hours.

COV 1522 Nail Care I

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

COV 1532 Nail Care II

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

COV 1542 Nail Care III

This course consists of basic nail care services including nail structure and growth, manicuring, and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulation involved in cosmetology practices and safety precautions associated with each. Six hours laboratory per week. Credit, two semester hours.

COV 1622 Skin Care I

This course consists of basic skin care services including anatomy of the skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

COV 1632 Skin Care II

This course consists of basic skin services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

COV 1642 Skin Care III

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology law, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hour laboratory per week. Credit, two semester hours.

COV 1722 Salon Business I

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology law, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

COV 1732 Salon Business II

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulation involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

COV 2815 Cosmetology Teacher Training I

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Two hours lecture, nine hours lab. Credit, five semester hours. (*Pre or corequisite: Students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.*)

COV 2825 Cosmetology Teacher Training II

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Two hours lecture, nine hours lab. Credit, five semester hours. (*Pre or corequisites: COV 2816 Cosmetology Teacher Training I*)

COV 2835 Cosmetology Teacher Training III

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Two hours lecture, nine hours lab. Credit, five semester hours. (*Pre or corequisites: COV 2826 Cosmetology Teacher Training II*)

COV 2845 Cosmetology Teacher Training IV

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Two hours lecture, nine hours lab. Credit, five semester hours. (*Pre or corequisites: COV 2836 Cosmetology Teacher Training III*)

COV 2855 Cosmetology Teacher Training V

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Two hours lecture, nine hours lab. Credit, five semester hours.

COV 2866 Cosmetology Teacher Training vi

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Two hours lecture, twelve hours lab. Credit, six semester hours.

CAREER-TECHNICAL EDUCATION (CTE)

CTE 1111 Orientation

This course is designed to help the Career-Technical student adjust to college and the workforce. It assists the student in professional development skills, leadership skills, interpersonal skills and employment and life skills. Two hours lab. Credit, one semester hour.

CTE 1143 Fundamentals of Construction

This course includes basic safety, an introduction to construction math, an introduction to hand and power tools, an introduction to construction drawings, employability skills and communications. (In order to satisfy requirements to test for NCCER Core certification, this course is mandated to be taught as a minimum of 72.5 clock hour course) Two hours lecture and two hours laboratory each week. Credit, three semester hours.

CULINARY ARTS TECHNOLOGY (CUT)

CUT 1113 Culinary Principles I

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 1123 Culinary Principles II

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 1133 Principles of Baking

This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 1153 Introduction to Culinary Arts

This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 1513 Garde Manger

This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 2223 Menu Planning

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 2243 Dining Room Management

This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls, and skills required to effectively supervise a dining room operation. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 2313 American Regional Cuisine

This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 2423 International Cuisine

This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

CUT 2926 Supervised Work Experience in Culinary Arts Technology

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Twelve hours laboratory per week. Credit, six semester hours.

DRAFTING AND DESIGN TECHNOLOGY (DDT)

DDT 1313 Computer Aided Design I

This course is designed to develop basic operating system and drafting skills on CAD. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

DIESEL EQUIPMENT TECHNOLOGY (DET)**DET 1114 Fundamentals of Equipment Mechanics**

A course to review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

DET 1213 Hydraulic Brake Systems

A course to develop skills and knowledge related to the diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

DET 1223 Electrical/Electronic Systems I

A course to develop skills and knowledge related to the diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging system repair, and auxiliary electrical systems repair. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

DET 1263 Electrical/Electronic Systems II

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. One hour lecture and four hours laboratory per week. Credit, three semester hours.

DET 1364 Diesel Systems I

Diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

DET 1374 Diesel Systems II

Diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

DET 1513 Hydraulics

A course to provide instruction and practice in the basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals and cylinders, and filters. One hour lecture and four hours laboratory per week. Credit, three semester hours.

DET 1614 Preventive Maintenance and Service

A course to provide practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

DET 1713 Transportation Power Train

A course to develop skills and knowledge related to the diagnoses, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Two hours lecture and two hours laboratory per week. Credit, three semester

hours.

DET 1813 Air Conditioning and Heating Systems

A course to provide skills and knowledge related to operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. Includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. One hour lecture and four hours laboratory per week. Credit, three semester hours. (*Prerequisites: Completion of certification requirements to service and repair air conditioning systems*)

DET 2113 Welding for Diesel Equipment Technology

A basic course in welding and cutting techniques for diesel equipment mechanics. Includes instruction in fundamental procedures and safety, oxyacetylene welding and cutting, shielded metal-arc welding, and metal inert gas welding procedures. One hour lecture and four hours laboratory per week. Credit, three semester hours.

DET 2253 Steering and Suspension Systems

A course to provide skills and knowledge related to operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

DET 2273 Electrical/Electronic Systems III

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. One hour lecture and four hours laboratory per week. Credit, three semester hours.

DET 2623 Advanced Brake System (Air)

A course to provide instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

DET 2913 Special Project in Diesel Equipment Technology

A course to provide students with practical application of skills and knowledge related to a specific instructor-approved topic. Instructor and student work closely together in planning and conducting the project. Six hours laboratory per week. Credit, three semester hours. (*Prerequisite: Consent of the instructor*)

COMMERCIAL TRUCK DRIVING (DTV)

DTV 1114 Commercial Truck Driving I

A course that provides fundamental instruction on safety, rules and regulations, driving practices, air brakes, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. Fifteen hours per week. Credit, four semester hours.

DTV 1124 Commercial Truck Driving II

A course that provides continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. Fifteen hours per week. Credit, four semester hours

DTV 1137 Commercial Truck Driving Internship

Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at the Community/Junior College program they attended with the company of his/her choice. The successful completion of this course will enable the student to drive independently with minimum supervision with the company of his/her choice. (0 hours lecture, 315 hours lab)

ELECTRONICS ENGINEERING TECHNOLOGY (EET)**EET 1114 DC Circuits**

Principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

EET 1123 AC Circuits

Principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

EET 1192 Fundamentals of Electronics

This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. One hour lecture and two hours laboratory per week. Credit, two semester hours.

EET 1214 Digital Electronics

Number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

EET 1334 Solid State Devices and Circuits

Active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

EET 1363 Microcontrollers

This course begins with a brief overview of microprocessors as a precursor to microcontrollers. Next, a basic understanding of the use, terminology, and potential of microcontrollers are discussed. Programming skills and concepts taught in this course help students develop, execute, and debug programs for a microcontroller. A hands-on approach will teach the essentials skills for creating a simple sensor-driven microcontroller system, and will be reinforced with interactive projects. One hour lecture and four hours laboratory per week. Credit, three semester hours.

EET 1613 Computer Fundamentals for Electronics/Electricity

This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers.) Two hours lecture and two hours laboratory per week. Credit, three semester hours.

EET 1713 Drafting for Electronics/Electrical Technology

A course designed to provide instruction on the preparation and interpretation of schematics. One hour lecture and four hours laboratory per week. Credit, three semester hours.

EET 2334 Linear Integrated Circuits

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

EET 2414 Electronic Communications

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulations, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

EET 2423 Fundamentals of Fiber Optics

A course designed to provide skills and knowledge to students concerning the use of fiber optic cable in modern industry applications. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

EET 2912 Special Project

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two hours laboratory per week. Credit, two semester hours.

ELECTRICAL COURSES (ELT)**ELT 1113 Residential Wiring**

This course includes the advanced skills related to the wiring of single and multifamily buildings. Includes instruction and practice in service-entrance installation, National Electrical Code® requirements, and specialized circuits. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1123 Commercial and Industrial Wiring

A course to provide instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1144 AC & DC Circuits for Electrical Technology

This course covers principles and theories associated with AC and DC circuits used in the electrical trade. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

ELT 1192 Fundamentals of Electricity

This course is designed to introduce fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. One hour lecture, and 2 hours laboratory per week. Credit, two semester hours.

ELT 1213 Electrical Power

A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1223 Motor Maintenance and Troubleshooting

A course to provide instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1253 Branch Circuits and Service Entrance Calculations

This course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code ® will be required. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1263 Electrical Drawings and Schematics

This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematic diagrams. Prints and drawings associated with electrical wiring will be studied. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1273 Switching Circuits for Residential, Commercial, and Industrial Applications

This course provides an introduction to various methods by which switches and control devices are installed. It includes installation and operation of residential/commercial automation systems. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 1413 Motor Control Systems

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 2113 Equipment Maintenance, Troubleshooting and Repair

This course includes maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 2423 Solid State Motor Controls

A course that deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 2613 Programmable Logic Controllers

Use of programmable logic controllers (PLCs) in modern industrial settings. Also, the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 2623 Advanced Programmable Logic Controllers

An advanced PLC course which provides instruction in various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

ELT 291(1-4) Special Projects I

This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory per week. Credit, one-three semester hours.

ELT 293(1-4) Special Projects II

This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory per week. Credit, one-three semester hours.

PARAMEDIC (EMS)**EMS 1118 Emergency Medical Technician**

This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patients. Five hours lecture, four hours lab and three hours clinical per week. Credit, eight semester hours. (*Pre or corequisites: Current American Heart Association BLS Health-care Provider card.*)

EMS 1222 Prehospital Fundamental Concepts

This course includes a comprehensive review of the knowledge base and skills for the prehospital provider. The lecture component expands previous knowledge of foundational principles of EMS to the level of the advanced clinician. This course also seeks to establish best-practice models in concepts such as documentation, research, and personal well-being. A laboratory experience is included in this course to provide a more robust learning experience in topics such as medical, legal, and ethical issues. One hour lecture, two hours laboratory. Credit, two semester hours.

EMS 1231 Prehospital Operation and Incident Management

This course expands knowledge of operational roles and responsibilities of the advanced prehospital provider. This course is lecture only and is designed to ensure the safety of personnel, patient, and public safety. One hour lecture. Credit, one semester hour.

EMS 1262 Prehospital Pharmacology

The Pharmacology I course contains topics related to the principles of pharmacologic interventions, including an overview of medication research and classifications. The laboratory component includes the theory related to intravenous/intraosseous access, medication administration, and injections. One hour lecture, two hours laboratory. Credit, two semester hours.

EMS 1362 Prehospital Respiratory Management

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate ventilation, and respiration for patients of all ages experiencing a variety of respiratory conditions. The course includes a lab component which integrates airway topics into the use of airway and ventilation adjuncts, including supraglottic airways. One hour lecture, two hours laboratory. Credit, two semester hours.

EMS 1373 Prehospital Medical Management

This course consists of the theory, anatomy, physiology, pathophysiology associated with various medical diseases from a body-systems approach. The lab experience includes theoretical concepts developed during lecture to incorporate advanced level skills. Two hours lecture, two hours laboratory. Credit, three semester hours.

EMS 1384 Prehospital Trauma Management

This course consists of the theory, anatomy, physiology, pathophysiology associated with various traumatic injuries from a body-systems approach. The lab experience includes theoretical concepts developed during lecture to incorporate advanced level skills. Two hours lecture, two hours laboratory. Credit, three semester hours.

EMS 1533 Prehospital Practicum I

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, operating room, respiratory therapy, pediatrics, and the field. Nine hours clinical each week. Credit, three semester hours.

EMS 1543 Prehospital Paramedic Pharmacology

The Prehospital Paramedic Pharmacology course contains topics related to the medication administration for acutely ill or injured patients and chronic care medications. The laboratory component includes the application of pharmacological principles to patient conditions, including infusion calculations. Two hours lecture, two hours laboratory. Credit, three semester hours.

EMS 1552 Prehospital Paramedic Respiratory Management

This course builds upon already established knowledge of complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate ventilation, and respiration for patients of all ages experiencing a variety of respiratory conditions with a focus on advanced-level interventions. The course includes a lab component which integrates airway topics into the use of airway and ventilation adjuncts, including endotracheal and other advanced airway procedures. One hour lecture, two hours laboratory. Credit, two semester hours.

EMS 1593 Paramedic Bridge

This course is a comprehensive review of the knowledge base and skills for the Advanced EMT wishing to enter into further paramedic training who did not participate in the previous AEMT/Paramedic courses. It includes lecture/lab on a range of topics pertaining to pathophysiology, medical, and trauma emergencies for patients of all ages. Three hours lecture. Credit, three semester hours.

EMS 2764 Prehospital Paramedic Cardiology Management

This course consists of the theory, anatomy, physiology, pathophysiology associated with cardiac dysrhythmia management. The lab experience includes ACLS concepts with intensive skill practices. Two hours lecture, four hours laboratory. Credit, four semester hours.

EMS 2773 Prehospital Paramedic Medical Management

This course builds upon the previously lectured theory, anatomy, physiology, pathophysiology associated with various medical diseases from a body-systems approach. An increased focus is applied to paramedic-level interventions in acute/chronic care patients. The lab experience includes theoretical concepts developed during lecture to incorporate advanced level skills for various medical conditions. Two hours lecture, two hours laboratory. Credit, three semester hours.

EMS 2784 Prehospital Practicum II

As a continuation of Practicum I, this course uses supervised rotations in definitive care settings to continually develop assessment, treatment, and affective skills. The student will transition to primarily field experiences upon achieving competencies in the hospital settings. Twelve hours clinical each week. Credit, four semester hours.

EMS 2863 Prehospital Paramedic Maternal, Child, and Special Populations Management

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of gynecology, obstetrics, neonatal, pediatric, and other lifespan issues. The lab component allows the student to practice skill-heavy lecture topics, including field delivery and resuscitation. Two hours lecture, two hours laboratory. Credit, three semester hours.

EMS 2873 Prehospital Practicum III

Building upon Practicum I & II, the student will, under the supervision of an approved program preceptor, integrate concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the field setting. Nine hours clinical each week. Credit, three semester hours.

EMS 2883 Prehospital Paramedic Care Capstone

This course serves as the capstone experience at the conclusion of paramedic didactic material. It will provide the student with a final review of topics and the opportunity to integrate their cognitive knowledge and psychomotor skills through cumulative practical skill evaluations and a comprehensive final examination. Nine hours clinical each week. Credit, three semester hours.

EMS 2893 Prehospital Paramedic Practicum Capstone

A final internship which builds upon Practicum I, II & III, the student will, under the supervision of an approved program preceptor, integrate concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the field setting with a focus on team leadership. One hour lecture, four hours clinical each week. Credit, three semester hours.

HOSPITALITY AND TOURISM TECHNOLOGY (HRT)**HRT 1213 Sanitation and Safety**

Basic principles of microbiology, sanitation, and safety for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

HRT 2623 Hospitality Human Resource Management

This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

HRT 2713 Marketing Hospitality Services

Introduction to practical sales techniques for selling to targeted markets and developing strategic marketing plans for hospitality and tourism operations. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

HRT 1223-4 Restaurant and Catering Operations

This course focuses on principles of organizing and managing food and beverage facilities and catering operations. Two hours lecture and two/four hours laboratory per week. Credit, three or four semester hours.

AUTOMATION AND CONTROL ENGINEERING TECHNOLOGY (IAT)**IAT 1113 Introduction to Automation and Control I**

This course is designed to introduce students to the fundamental skills associated with safety, basic tools, special tools, and equipment. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor Approved*)

IAT 1123 Electrical Wiring for Automation Control Technology

Basic electrical wiring for automation and controls including safety practices; installation and maintenance of raceways, conduit, and fittings; and three-phase service entrances, metering devices main panels, raceways or ducts, sub-panels, feeder circuits and branch circuits according to electrical codes. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor Approved*)

IAT 1133 AC/DC Circuits for Automation and Control

Principles and theories with DC and AC circuits used in the automation trade. Includes the study of electronic circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 1143 Fluid Power for Automation and Control

This basic course provides instruction in hydraulics and pneumatics. This course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 1153 Motor Control for Automation and Control

This course includes the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 1163 Manufacturing Skills for Automation and Control

Manufacturing skills is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers 5 major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem solving. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 1173 Control Systems I for Automation and Control

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 2113 Programmable Logic Controller for Automation and Control

This course provides instruction in the use of programmable logic controllers (PLCs) in modern industrial settings. The operating principles, installation and basic programming of PLCs will be covered. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 2123 Control Systems II for Automation and Control

This course is a continuation of Control Systems I with special emphasis on application of applied skills along with new skills to develop instrument process controls. The student will be given a process to develop the appropriate instruments and needed diagrams, utilizing various controlling processes and demonstrating loop troubleshooting techniques. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor Approved)*

IAT 2133 Solid State Motor Controls for Automation and Control

This course provides knowledge of the principles and operation of solid state motor control, and variable frequency drives. The design, installation, and maintenance of different solid state devices for motor control will be introduced. Two hours lecture and two hours laboratory per week. Credit,

three semester hours. (*Prerequisite: Instructor Approved*)

IAT 291 (1-3) Special Project in Automation and Control Technology

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two, four or six lab hours per week. Credit, one, two or three semester hours. (*Prerequisite: Instructor Approved*)

IAT 292 (1-6) Supervised Work Experience in Automation and Control Technology

A course which is a cooperative program between industry and education and is designated to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (*Prerequisite: Instructor Approved*)

COMPUTER NETWORKING/CYBERSECURITY TECHNOLOGY (IST)**IST 1113 Fundamentals of Information Technology**

Introduces microcomputer operation, word processing, spreadsheets, database management, and online applications. This course is designed for students with limited computer proficiency and is to be taken by those students in addition to the courses listed in the course sequence. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1124 IT Foundations

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 1133 Fundamentals of Data Communications

This course presents basic concepts of Internet Protocol (IP) telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1134 Fundamentals of Data Communications

This course presents basic concepts of Internet Protocol (IP) telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 1143 Principles of Information Security

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1153 Web and Programming Concepts

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1154 Web and Programming Concepts

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 1163 Database and SQL Concepts

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1183 Essentials of Information Systems Technology

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1193 Practical Applications in Information Systems Technology

This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1214 Client Installation and Configuration

This course is designed to help the student install, support and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 1223 Network Components

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1134 Fundamentals of Data Communications*)

IST 1243 Network Administration Using Microsoft © Windows© Server

This course focuses on the management of a computer network using the Microsoft© Windows © Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1254 Network Administration Using Linux

This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1263 Microsoft® Office® Applications

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software application. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1723 Programming in Python

This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. Two hours lecture and two

hours laboratory per week. Credit, three semester hours.

IST 1314 Visual BASIC Programming Language

This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical development environment. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 1414 Client-Side Programming

This course offers a comprehensive understanding of programming using JavaScript. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 1423 Web Design Applications

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multi-media products, and photo editors. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor approved*)

IST 1483 Fundamentals of Virtualization

This course presents basic concepts of operating-system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor approved*)

IST 1513 SQL Programming

This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 1613 Computer Forensics

This course provides an introduction to the various technical and administrative aspects of computer forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor approved*)

IST 1623 Network Security Fundamentals

This course provides the fundamental understanding of network security principles, implementations, and the concepts, models, and technologies involved in creating a secure network environment. Topics include, but are not limited to, authentication, types of attacks and malicious code, and best practices for securing a network environment. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor approved*)

IST 1624 Network Security Fundamentals

This course provides the fundamental understanding of network security principles, implementations, and the concepts, models, and technologies involved in creating a secure network environment. Topics include, but are not limited to, authentication, types of attacks and malicious code, and best practices for securing a network environment. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: Instructor approved*)

IST 1633 Wireless Security and Privacy

This course provides a fundamental understanding of wireless architecture, security principles, and

the technologies and principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor approved)*

IST 1634 Wireless Security and Privacy

This course provides a fundamental understanding of wireless architecture, security principles, and the technologies and principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology. Two hours lecture and four hours laboratory per week. Credit, four semester hours. *(Prerequisite: Instructor approved)*

IST 1643 Network Defense and Countermeasures

This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor approved)*

IST 1644 Network Defense and Countermeasures

This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network. Two hours lecture and four hours laboratory per week. Credit, four semester hours. *(Prerequisite: Instructor approved)*

IST 1723 Programming in Python

This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 2213 Network Security

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: Instructor approved)*

IST 2223 Network Planning and Design

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisites: Network Operating Systems Elective; IST 1223 Network Components)*

IST 2233 Network Implementation

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Prerequisite: IST 2223 Network Planning and Design)*

IST 2253 Advanced Network Administration Using Microsoft® Windows® Server

This course is a continuation of Network Administration Using Microsoft® Windows® Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two

hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1243 Network Administration Using Microsoft® Windows® Server*)

IST 2334 Advanced Visual BASIC Programming Language

This course is a continuation of the Visual BASIC Programming Language course. Four hours lecture and two hours laboratory per week. Credit, four semester hours. (*Prerequisite: IST 1314 Visual BASIC Programming Language*)

IST 2344 Database Programming and Design

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: IST 1163 Concepts of Database Design*)

IST 2454 Mobile Application Development

The emergence of a new generation of highly-capable mobile devices and platforms has opened up opportunities for application developers. Mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screens, slower network connections, as well as limited memory and processing power. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

IST 2483 Web Server

This course introduces students to Web, email, and proxy servers and the platforms on which they reside. Students will be able to install and configure Web, email, and proxy servers. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: Instructor approved*)

IST 2524 Linux Operating Systems Fundamentals

In this course students develop proficiency in using customizing a Linux operating system for common command line processes and desktop productivity roles. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

IST 2613 Windows® Security

This course provides the knowledge and fundamental understanding of Windows® security, how to harden current Windows® operating systems, and how to defend against attacks. Topics include designing Active Directory, authentication for Windows®, group security and policy, service security, remote access security, planning a public key infrastructure, securing file resources, Internet Protocol Security, and additional Windows® security topics. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1243 Network Administration Using Microsoft® Windows® Server*)

IST 2614 Windows® Security

This course provides the knowledge and fundamental understanding of Windows® security, how to harden current Windows® operating systems, and how to defend against attacks. Topics include designing Active Directory, authentication for Windows®, group security and policy, service security, remote access security, planning a public key infrastructure, securing file resources, Internet Protocol Security, and additional Windows® security topics. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: IST 1243 Network Administration Using Microsoft® Windows® Server*)

IST 2623 Linux/Unix Security

This course provides the knowledge and fundamental understanding of Linux/Unix security, how to harden Linux/Unix, and how to defend against potential attacks against vulnerabilities and unused system services. Topics include how to protect password files, monitor log files, and use port scanners

and network scanners, and additional Linux/Unix security topics Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor approved*)

IST 2633 Security Testing and Implementation

This course provides an in depth exploration of various methods for gaining access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics include hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: Instructor approved*)

IST 2634 Security Testing and Implementation

This course provides an in depth exploration of various methods for gaining access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics include hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: Instructor approved*)

IST 2923 Special Problems in Information System Technology

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Credit, three semester hours. (*Prerequisite: Instructor approved*)

MILITARY TECHNOLOGY (MIT)

MIT 1313 Introduction to Military Science

This course provides training in general knowledge of military organization and culture, understanding group combat skills, achievement of minimal physical conditioning standards and application of basic safety and group living skills. Course includes lecture, demonstrations and performance exercises. Three semester hours credit.

MIT 1323 Records and Information Management

This course provides training in proper collection, storage, processing and reporting of data in a military or civilian environment. This includes oral and written reports and the production and administration of staff journals, files, records and reports. Three semester hours credit.

MIT 1333 Personnel Supervision

This course provides training in planning, directing and controlling personnel functions in military or civilian environments. Introduces students to personnel challenges and competencies that are critical for effective leadership and learn how personal development of life skills such as time management, physical fitness and stress management relate to leadership. Three semester hours credit.

MIT 1343 Leadership and Team Management

This course includes application of management and supervision principles. Lessons include problem solving, critical thinking, leadership theory, group interaction, goal setting and effective communication within a military environment. Three semester hours credit.

SPECIALTY COURSES (37 HOURS)

Military Occupational Specialty Classes (37 hours). Soldiers may complete these hours with military training hours, college hours or any combination of military training and college credit.

MEDICAL LABORATORY TECHNOLOGY (MLT)

MLT 1112 Fundamentals of Medical Laboratory Technology/Phlebotomy

Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. One hour lecture and two hours laboratory per week. Credit, two semester hours.

MLT 1212 Urinalysis/Body Fluids

Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine test, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. One hour lecture and two hours laboratory per week. Credit, two semester hours.

MLT 1313 Hematology I

A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells and blood collection and handling. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

MLT 1324 Hematology II

The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant theory. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: MLT 1313 Hematology I*)

MLT 1413 Immunology/Serology

Study of the basic principles of serology/immunology through the natural body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

MLT 1515 Clinical Chemistry

Study of human biochemistry as an aid in the diagnosis of disease process, including chemical procedures performed on body fluids. Three hours lecture and four hours laboratory. Credit, five semester hours. (*Prerequisites: Four semester hours of approved chemistry electives with a minimum of "C" average or special permission by instructor*)

MLT 2424 Immunohematology

The study of collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: MLT 1413 Immunology/Serology*)

MLT 2522 Pathogenic Microbiology I

This covers basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. Once hour lecture and two hours laboratory each week. Credit, two semester hours.

MLT 2614 Pathogenic Microbiology II

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of

microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotics and other drugs. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisites: Four semester hours of approved microbiology electives with a minimum of "C" average*)

MLT 2711 MLT Seminar

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study. Two laboratory hours. Credit, One semester hour.

MLT 2916, MLT 2925, MLT 2936 Clinical Practice I, II, III

Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. Eighteen hours clinical per week for MLT 2916 and MLT 2936. Fifteen hours clinical per week for MLT 2925. Credit per course, six semester hours for MLT 2916 and MLT 2936, five semester hours for MLT 2925.

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY (MMT)

MMT 1113 Principles of Marketing

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Topics include types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three hours lecture per week. Credit, three semester hours.

MMT 1123 Marketing Management

A project based course as a continuation of MMT 1113. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MMT 1113 Principles of Marketing*)

MMT 1313 Selling

Basic principles and techniques of professional sales and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Three hours lecture per week. Credit, three semester hours.

MMT 1323 Advertising

The role of advertising as an integrated marketing communications tool. Topics included are product and consumer analysis, media selection, and creation of advertisements. Three hours lecture per week. Credit, three semester hours.

MMT 1413 Merchandising Math

Study of the mathematical calculations involved in basic business operations. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture per week. Credit, three semester hours.

MMT 1753 Marketing Seminar

Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. Three hours lecture per week. Credit, three semester hours.

MMT 2213 Principles of Management

Study of the basic principles and functions of organizational management with special emphasis on planning, organizing, leading, and controlling. Three hours lecture per week. Credit, three semester hours.

MMT 2233 Human Resource Management

The study of the objectives, organizational structure and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three hours lecture per week. Credit, three semester hours.

MMT 2323 Internet Marketing

This course introduces the online application of marketing communications. Topics include basic Web site design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with e-commerce activities. Three hours lecture per week. Credit, three semester hours.

MMT 2353 Digital Media Applications

Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communication strategies. Three hours lecture per week. Credit, three semester hours.

MMT 2513 Entrepreneurship

Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise. Three hours lecture per week. Credit, three semester hours.

MMT 2523 Event Management

An overview of event management to include the design of a plan for special events, trade and consumer shows, and conventions. Three hours lecture per week. Credit, three semester hours.

PRECISION MACHINING TECHNOLOGY (MST)**MST 1114 Power Machinery I**

This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

MST 1126 Power Machinery II

A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and eight hours laboratory per week. Credit, six semester hours.

MST 1313 Machine Tool Math

An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

MST 1412 Blueprint Reading

Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. One hour lecture and two hours laboratory per week. Credit, two semester hours.

MST 1423 Advanced Blueprint Reading

A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections and views and assembly components. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

MST 1613 Precision Layout

An introduction to the concepts and practice of precision layout for machining operations which includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

MST 2135 Power Machinery III

A continuation of the Power Machinery II with emphasis on safety, and advanced applications of the engine lathe, milling machine, and grinding machine. Two hours lecture and six hours laboratory per week. Credit, five semester hours.

MST 2145 Power Machinery IV

A continuation of Power Machinery III with emphasis on highly advanced safe operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and six hours laboratory per week. Credit, five semester hours.

MST 2714 Computer Numerical Control Operations I

An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

MST 2724 Computer Numerical Control Operations II

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, CNC machine centers, and wire EDM). Two hours lecture and four hours laboratory per week. Credit, four semester hours.

MST 2813 Metallurgy

An introduction to the concepts of metallurgy. Includes instruction and practice in safety, metal identification, heat treatment, and hardness testing. One hour lecture and four hours laboratory per week. Credit, three semester hours.

MST 2923 Special Problems in Precision Machining Technology

A course to provide students with an opportunity to utilize skills and knowledge gained in other Machine Tool Technology courses. The instructor and student works closely together to select a topic and establish criteria for completion of the project. Six hours laboratory per week. Credit, three semester hours.

PRACTICAL NURSING (PNV)

PNV 1213 Body Structure and Function

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three hours lecture per week. Credit, three semester hours.

PNV 1443 Nursing Fundamentals and Clinical

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. Six hours lecture, ten hours laboratory and six hours clinical per week. Credit, thirteen semester hours. (Total instructional hours for the course: 90 hr. lecture, 150 hr. lab, 90 hr. clinical).

PNV 1524 IV Therapy & Pharmacology

This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration

of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

PNV 1682 Adult Health Nursing Concepts & Clinical

This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse. Eight hours lecture and four hours clinical per week. Credit, twelve semester hours. (Total instructional hours for the course: 120 hr. lecture, 180 hr. clinical)

PNV 1728 Specialty Areas in Nursing

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Seven hours lecture and two hours clinical per week. Credit, eight semester hours. (Total instructional hours for the course: 110 hr. lecture, 30 clinical)

PNV 1914 Nursing Transition

This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN). Three hours lecture and three hours clinical per week. Credit, four semester hours.

RESPIRATORY CARE TECHNOLOGY (RCT)

RCT 1214 Respiratory Care Science

This course is designed to introduce the student respiratory care therapist to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. The holistic approach to patient care will be emphasized. Four hours lecture per week. Credit, four semester hours.

RCT 1223 Patient Assessment and Planning

This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

RCT 1313 Cardiopulmonary Anatomy and Physiology

This course is a study of cardiopulmonary physiology in relation to the practice of respiratory care. Three hours lecture per week. Credit, three semester hours.

RCT 1322 Pulmonary Function Testing (PFT)

This course is an introduction to pulmonary function technique and testing equipment. One hour lecture and two hours laboratory per week. Credit, two semester hours. (*Prerequisites: RCT 1313 Cardiopulmonary Anatomy and Physiology, or instructor approval.*)

RCT 1416 Respiratory Care Technology I

This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures. Two hours lecture and eight hours laboratory per week. Credit, six semester hours.

RCT 1424 Respiratory Care Technology II

This course is a continuation of Respiratory Care Practitioner. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

RCT 1516 Clinical Practice I

Patient assessment, performance of respiratory care procedures, and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Eighteen hours clinical. Credit, six semester hours. (*Pre or corequisites: RCT 1214 Respiratory Care Science, RCT 1223 Patient Assessment and Planning, and RCT 1313 Cardiopulmonary Anatomy & Physiology. Corequisite: RCT 1416 Respiratory Care Practitioner I*)

RCT 1523 Clinical Practice II

In this course, students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical per week. Credit, three semester hours. (*Prerequisites: RCT 1516 Clinical Practice I*)

RCT 1613 Respiratory Care Pharmacology

This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture per week. Credit, three semester hours. (*Pre or corequisites: RCT 1214 Respiratory Care Science, RCT 1313 Cardiopulmonary Anatomy & Physiology, and RCT 1223 Patient Assessment and Planning*)

RCT 2333 Cardiopulmonary Pathology

This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases incorporating clinical practice guidelines, and therapist driven protocols. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: RCT 1313 Cardiopulmonary Anatomy and Physiology*)

RCT 2434 Respiratory Care Technology III

This course is an advanced study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture and two hours laboratory per week. Credit, four semester hours. (*Prerequisite: RCT 1523 Clinical Practice II*)

RCT 2533 Clinical Practice III

In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical per week. Credit, three semester hours. (*Pre or corequisites: RCT 1516 Clinical Practice I and RCT 1523 Clinical Practice II*)

RCT 2546 Clinical Practice IV

This course is a continuation of Clinical Practice III. In this course, students rotate through respiratory care areas. A procedural guide is utilized to evaluate student competency and performance. Eighteen hours clinical per week. Credit, six semester hours. (*Prerequisites: RCT 2533 Clinical Practice III*)

RCT 2613 Neonatal/Pediatrics Management

This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. Three hours lecture per week. Credit, three semester hours. (*Pre or corequisites: RCT 2434 Respiratory Care Technology III and RCT 2546 Clinical Practice IV*)

RCT 2713 Respiratory Care Seminar

This course is designed to integrate the essential elements of respiratory care through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Pre or corequisites: RCT 1523 Clinical Practice II*)

MEDICAL RADIOLOGIC TECHNOLOGY – RADIOGRAPHY (RGT)

All Radiography courses must be successfully completed according to the curriculum sequence beginning with the fall or spring semester.

RGT 1114 Clinical Education I

This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical each week. Credit, four semester hours. (*Prerequisites: CPR-Health Care Provider must be completed before Clinical I experience begins*)

RGT 1124 Clinical Education II

This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical each week. Credit, four semester hours. (*Prerequisites: All core courses as scheduled*)

RGT 1139 Clinical Education III

This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-seven hours clinical each week. Credit, nine semester hours. (*Prerequisites: All core courses as scheduled*)

RGT 1212 Fundamentals of Radiography

This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and fundamental legal responsibilities. Two hours lecture each week. Credit, two semester hours.

RGT 1223 Patient Care in Radiography

Content provides the concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education will be identified. Two hours lecture and two hours lab each week. Credit, three semester hours.

RGT 1312 Principles of Radiation Protection

This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. Two hours lecture each week. Credit, two semester hours.

RGT 1323 Principles of Exposure and Image Production

This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions, and problem solving. Two hours lecture and two hours laboratory each week. Credit, three semester hours.

RGT 1333 Digital Image Acquisition Display

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Two hours lecture and two hours lab each week. Credit, three semester hours. (*Prerequisite: RGT 1323 Principles of Exposure and Image Production*)

RGT 1513 Radiographic Procedures I

This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, shoulder, girdle, urinary system, and digestive system. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory each week. Credit, three semester hours. (*Prerequisites: BIO 2513 & 2523 Anatomy & Physiology I & II and labs*)

RGT 1523 Radiographic Procedures II

This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, lower extremities, bony thorax, and mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours lab each week. Credit, three semester hours. (*Prerequisite: RGT 1513 Radiographic Procedures I*)

RGT 1613 Physics of Imaging Equipment

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture each week. Credit, three semester hours. (*Prerequisites: All core courses as scheduled*)

RGT 2132 Ethical and Legal Responsibilities

Legal terminology concepts and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patients' families and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socio-economic influences, health risks and life stages. Two hours lecture per week. Credit, two semester hours. (*Prerequisite: RGT 1212 Fundamentals of Radiography*)

RGT 2147 Clinical Education IV

This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical each week. Credit, seven semester hours. (*Prerequisites: All core courses as scheduled*)

RGT 2157 Clinical Education V

This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical each week. Credit, seven semester hours. (*Prerequisites: All core courses as scheduled*)

RGT 2533 Radiographic Procedures III

This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory each week. Credit, three semester hours. (*Prerequisite: RGT 1523 Radiographic Procedures II*)

RGT 2542 Radiographic Procedures IV

This course is a study of specialized radiographic procedures which utilize sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition it also includes principles and procedures involved in radiographic positioning of the reproductive system. Two hours lecture each week. Credit, two semester hours. (*Prerequisite: RGT 2532 Radiographic Procedures III*)

RGT 2912 Radiation Biology

This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects. Two hours lecture each week. Credit, two semester hours.

RGT 2922 Radiographic Pathology

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management alterations in body systems will be presented. Two hours lecture each week. Credit, two semester hours. (*Prerequisites: All core courses as scheduled*)

RGT 2932 Certification Fundamentals

This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. Two hours lecture each week. Credit, two semester hours. (*Prerequisites: All core courses as scheduled*)

RELATED STUDIES (TECHNICAL)**RST 1313 Freshman Orientation**

This course is designed to help students adjust to college life. Course content includes personal, academic, and financial information to assist the student in succeeding in college. The course is designed to teach effective study habits, reading methods, use of the library, note taking, report writing, financial responsibility education and gives the student guidance in collegiate life. Three hours lecture each week. Credit, three semester hours.

TELECOMMUNICATIONS TECHNOLOGY (TCT)**TCT 1113 Fundamentals of Telecommunications**

This course provides a history of voice/data communication, fundamental concepts, and basic telephone service. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

WORK-BASED LEARNING (WBL)**WBL 191(1-3), 192(1-3), 193(1-3), 291(1-3), 292(1-3), 293(1-3) Work-Based Learning**

A structured worksite learning experience in which the student, program area instructor, work-based learning coordinator, and worksite supervisor/mentor develop and implement a training agreement. The training agreement is designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school, business and industry personnel for supplemental instruction and feedback (progress reviews). Credit: one, two, or three semester hours.

WELDING (WLV)**WLV 1114 Shielded Metal Arc Welding I (SMAW)**

This course is designed to teach students welding techniques using E-6010 electrodes. One hour lecture and six hours laboratory per week. Credit, four semester hours.

WLV 1124 Gas Metal Arc Welding (GMAW)

This course is designed to give the student experience in various welding applications with the M.I.G. welder. One hour lecture and six hours laboratory per week. Credit, four semester hours.

WLV 1135 Gas Tungsten Arc Welding (GTAW)

This course is designed to give the student experience in various welding applications with the GTAW welder. One hour lecture and eight hours laboratory per week. Credit, five semester hours.

WLV 1143 Flux Cored Arc Welding (FCAW)

This course is designed to give the student experience in FCAW. One hour lecture and four hours laboratory per week. Credit, three semester hours.

WLV 1153 Pipe Welding

This course is designed to give the student experience in pipe welding procedures. One hour lecture and four hours laboratory per week. Credit, three semester hours.

WLV 1171 Welding Inspection and Testing

This course is designed to give the student experience in the inspecting and testing of welds. Two hours laboratory per week. Credit, one semester hour.

WLV 1224 Shielded Metal Arc Welding II

This course is designed to teach students welding techniques using E-7018 electrodes. One hour lecture and six hours laboratory per week. Credit, four semester hours.

WLV 1232 Drawing and Welding Symbols

This course is designed to give students advanced experience in reading welding symbols. One hour lecture and two hours laboratory per week. Credit, two semester hours.

WLV 1314 Cutting Processes

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. Two hours lecture and four hours laboratory per week. Credit, four semester hours.



Community Programs

COMMUNITY PROGRAMS

Adult Education (AE) is a program primarily for adults who have not completed their high school education. Free classes operate on managed enrollment. The main goal of the program is to help adults function more effectively in society, whether through completion of a high school equivalency credential (GED, TASC, HiSET), improved skill levels, or entry into the workforce.

The **High School Equivalency Test (HSE)** provides adults the opportunity to receive a high school credential. Three versions of the test are recognized by the Mississippi Community College Board: GED, TASC, and HiSET. To take the test, an individual must meet certain eligibility requirements, complete a test registration and pay established test fees. Test applicants cannot be enrolled in school nor required by law to attend school.

The **Institute for Learning in Retirement (ILR)** on the Wesson campus is open to all adults who are 50 years of age and older and retired or semi-retired. The ILR is a member-governed organization based on the philosophy that older adults are eager, self-motivated learners who are capable of defining and directing their own education. Members participate in various activities including social events, classes, membership meetings, and field trips.

The **Senior Community Service Employment Program (SCSEP)** provides part-time employment for men and women 55 years of age or older who have limited incomes. SCSEP enrollees are assigned to positions that revitalize and enhance their job skills while supporting local non-profit and governmental agencies. The program is designed to promote the transition of participating enrollees into unsubsidized employment. SCSEP is funded through the United States Department of Labor and implemented through Senior Services America and Southwest Mississippi Planning and Development District.

The **Billy B. Thames Conference Center (The Thames Center)**, located on the Wesson campus, is a conference/meeting facility providing comfortable and affordable accommodations, meeting facilities, and meal options for business and industry, community and civic groups, and individuals. Meeting rooms include a large conference room, a technology lab with 24 workstations, and a large banquet hall with an adjacent full-service kitchen. There are also suites for small meetings or breakouts. As an added convenience, the facility is nestled in a quiet setting adjacent to the college's 18-hole championship Wolf Hollow Golf Course. Aladdin, the college's food service provider, offers a variety of choices available for catering and in-house dining.

The **Silver Sneakers Program** on the Natchez campus is open to seniors age 60 and up. It is a fun fitness class for group exercise for a small fee per class.



Student Handbook

STUDENT SERVICES

The Division of Student Services bears the responsibility of providing those services to the students of Copiah-Lincoln Community College which are not directly related to actual classroom work. This division attempts to maintain adequate facilities and services in the areas of housing, financial aid, food services, recreational activities, social activities, health services, student activities, athletics, counseling, and student participation in self-government.

STUDENT ORGANIZATIONS, ACTIVITIES, AND RECREATION

Copiah-Lincoln Community College believes in and promotes a well-rounded program of student activities. It is a part of the philosophy of Copiah-Lincoln Community College that students gain development for life citizenship from participation in various student organizations as well as from classroom activities. Therefore, all students are encouraged to participate in some student activity.

Copiah-Lincoln Community College strives to continually improve the recreational facilities available to its student body. On the Wesson Campus, recreational activities are provided in the Student Activity Center in Callender Hall. Callender Hall is open at designated times Monday through Thursday. The Fitness Center with machines and free weights is located by Stone Stadium. Across from the Fitness Center is the Oswalt Nature Trail that may be used for walking or running.

On the Natchez Campus, a Wellness Center with weights, fitness machines, and an area for aerobic exercise is available to students enrolled in HPR classes, faculty, and staff. At the Simpson County Center, activities are supported through the use of nearby facilities and a walking trail located on campus.

ENROLLMENT SERVICES

Locations:

Wesson Campus - Henley Student Union Building (Academic)
Fortenberry Building (Career-Technical)

Natchez Campus - Enrollment Services Office in the Tom Reed Academic Building
Simpson County Center - Parker Academic Building

Copiah-Lincoln Community College recognizes the fact that almost all beginning college students need assistance in making educational and career plans as well as help with their own personal adjustments. The primary goal of the counseling program at Co-Lin is not simply to direct the student, but to aid each individual in understanding and solving various problems which may arise.

A complete program of career and educational counseling is conducted on campus through the services of trained counselors working in cooperation with all other faculty members. A library of occupational and educational material is maintained in Enrollment Services for students who may seek additional knowledge regarding careers and/or senior institutions. Diagnostic testing and self analysis are available at no charge.

Co-Lin strives to provide military-related personnel with 'one-stop shopping' for all college-related needs through the Military Community Services Office in the Henley Student Union Building.

DISABILITY SUPPORT SERVICES

The College maintains an Americans with Disabilities Act (ADA) Reasonable Accommodations Committee(s) which addresses in-depth detailed requests made by students and prospective students. The committee is comprised of a diverse group of faculty and staff. It is the responsibility of the student to make the request for special accommodations and to provide official documentation of the disabling condition and the need for special accommodations.

A person requesting special accommodations because of a disability needs to self identify and adhere to the following:

1. Complete an application for Disability Support Services.
2. Provide appropriate documentation for the disability.
3. Discuss his/her need for special accommodations with the Disability Support Services Coordinator on his/her respective campus or a member of the ADA Reasonable Accommodations Committee.
4. For situations which involve substantial changes in policies, procedures, or physical structures, a request must be made in writing to the chairperson of the ADA Reasonable Accommodations Committee six months prior to the anticipated date of enrollment.

The chairman is authorized to handle routine requests; however, requests which present new issues, which require large expenditures by the College, or present other problems, are considered by the entire committee. The ADA Reasonable Accommodations Committee will respond to such request within 30 days after it is received.

Each of the student's instructors receive notice as to special accommodations which have been requested and approved for the student. The college makes every effort to accommodate student requests where possible.

Service Animals

Copiah-Lincoln Community College welcomes service animals in all areas of our campus. Service animals, by definition, are dogs or miniature horses who are trained to do work or perform tasks for the benefit of an individual with a disability.

Service animals provide numerous work tasks including but not limited to; assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who have a hearing impairment to the presence of people or sounds, assisting an individual during a seizure, mobility of a person in a wheelchair, physical support and assistance with balance for individuals with mobility disabilities, retrieving medications or other devices, and by helping individuals with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Assistance Animals (including Emotional Support Animals)

Assistance animals, by definition, are not trained to perform a specific function, but whose presence provides a benefit for a person with a disability. Assistance Animals will be allowed in campus housing if certain conditions are met. The animals must be a necessity for the student with a disability to afford the student an equal opportunity. There must be an identifiable relationship between the student's disability and the assistance the animal provides. Unlike a Service Animal, an Assistance Animal might not be trained and it does not accompany a person with a disability at all times. Although Assistance Animals may be considered for limited access to college housing, they are not permitted in other areas of the college (e.g. libraries, academic buildings, classrooms, labs, etc.).

Requests for support animals should be made by:

- a. Submitting medical/reasonable documentation from a licensed medical professional to the ADA/504 Coordinator.
- b. All requests will be determined on a case-by-case basis.

Questions regarding Disability Support Services, or service and assistance animals should be made to Wesson Section 504 Coordinator, Amber Bowman, Henley Building, Lester R. Furr Drive, Wesson, MS 39191, (601) 643-8342; or Natchez Section 504 Coordinator, Tiffany Woods, Redd-Watkins Career-Technical Building, 30 Campus Drive, Natchez, MS 39120, (601) 446-1167; or Simpson Section 504 Coordinator, Greshka Stewart, Sidney Parker Academic Building, 151 Co-Lin Drive, Mendenhall, MS 39114, (601) 849-0121.

GRIEVANCE POLICY/COMPLAINTS FOR DISABILITY SUPPORT SERVICES

For complaints or appeals related specifically to services with disabilities provided by Copiah-Lincoln Community College as required under the Americans with Disabilities Act, the following procedures will be followed. Address the complaint to the appropriate designated ADA/504 Coordinator or the chair of the Grievances/Appeals Committee on the appropriate campus/center.

1. The written complaint should contain the name and address of the person(s) filing it and briefly describe the alleged violation of the regulations. It should be filed with the designated ADA/504 Coordinator or the chair of the Grievance/Appeals Committee within ten working days from the alleged complaint.
2. An investigation conducted by the coordinator or chair, as may be appropriate, shall follow the filing of the complaint. The investigation shall be informal but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA/504 Coordinator or the chair of the Grievances/Appeals Committee and forwarded to the complainant no later than ten working days after the filing.
4. The ADA/504 Coordinator shall maintain the files and records relating to the complaints for a period of at least three years.
5. If a grievance is against the ADA/504 Coordinator, the above procedures are to be followed. The initial complaint will be made to the Grievance/Appeals Committee Chair or to the Coordinator's supervisor.
6. The complainant can request consideration of the case in instances of dissatisfaction with the resolutions. The request for reconsideration should be made to the appropriate Dean and/or Director of the Division or Center (Academic, Career & Technical, eLearning), Dean of Student Services on the Wesson Campus, Vice President of the Natchez Campus, or Vice President of the Simpson Co. Center within ten working days of the resolution of the complaint. The Dean, Director, and/or campus Vice President will then meet with the designated ADA/504 Coordinator as well as the complainant (if deemed necessary). The Dean, Director and/or Campus Vice President will make his/her decision and communicate it to the student in writing within ten working days of the student's reconsideration request.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall use of this procedure be a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet the appropriate due process standards, and to assure that the college complies with ADA.
9. Students may further appeal any of these decisions within the hierarchy of the institution. The President of the college is next in the chain of command above these persons and committees.
10. Although students are encouraged to attempt to resolve a grievance within the campus process, the student has the right to file any grievance directly to the Office of Civil Rights.
11. After exhausting the College's grievance policy, a student who did not receive a satisfactory resolution at the College may follow the State complaint process of the Mississippi Commission on College Accreditation (MCCA). Information can be found at: http://www.mississippi.edu/mcca/student_complaint_process.asp Students who wish to initiate and file a complaint at the State level must do so at this website. Please note that according to the MCCA policy, in order for an investigation to be initiated, the student must have exhausted all available grievance procedures established by the Institution.

NON-RETALIATION STATEMENT

An individual filing a complaint of discrimination in good faith shall not be subjected to any form of retaliation by the college. An individual may file a complaint alleging retaliation.

DINING SERVICES

Food Service operations are monitored and regulated by the Mississippi State Department of Health; therefore only authorized Food Service personnel are allowed to utilize the campus food service facilities (this includes the College Grill, Cafeteria, Thames Center and Golf Course Grill) and only when acting in an official capacity. The health department requires the college to follow these strict, enforced regulations. Non Food Service Personnel are not allowed to use any of the campus kitchen facilities.

If you need to utilize any of the campus food service facilities, including events used for fund raising, please contact Mrs. Diana Mezzanares, Food Service Director, to get authorization and to schedule a Food Service person for your function.

Food service is operated by Aladdin Services, Inc. This includes the student cafeteria and Grill Company. All dormitory students must purchase a meal ticket. Commuter students will have the option of purchasing a commuter meal ticket which is a total of five meals per week. For pricing information contact the business office.

Food services will not be available during periods of official closing for holidays as noted in the catalog. The seven-day meal ticket will cover all meals between Sunday and Saturday.

Serving Hours - Wesson Campus

Breakfast

Student Cafeteria 7:00 a.m. - 8:30 a.m. Mon.-Thurs.

Lunch

Student Cafeteria 10:30 a.m. - 1:30 p.m. Mon.-Thurs.

10:30 a.m. - 12:30 p.m. Friday

Student Grill 10:30 a.m. - 2:00 p.m. Mon.-Thurs.

Dinner

Student Cafeteria 4:30 p.m. - 6:30 p.m. Mon.-Thurs.

4:30 p.m. - 5:30 p.m. Friday

Weekend hours: Brunch & Supper Only

Brunch 10:30 a.m. - 12:30 p.m.

Supper 4:30 p.m. - 5:30 p.m.

Serving Hours - Natchez Campus

Breakfast 7:00 a.m. - 8:00 a.m.

Lunch 11:00 a.m. - 1:00 p.m.

Coffee Break 1:30 p.m. - 3:30 p.m.

Dining Services Guidelines

1. Student meals in the cafeteria are All You Can Eat (Limited to one plate at a time) Regular portion sizes served on each visit to the serving line. Only take those items that you will eat.
2. Students who wish to return for seconds must get back in line and get a clean plate. No breaking line. No giving food to someone who has not eaten or does not have a meal ticket.
3. Students are not allowed to take food products or dishware out of the cafeteria. Any food products served to you must be eaten in the cafeteria. Carry outs are not available on meal ticket purchases.
4. Students are allowed fruit each meal. Students are not allowed to take fruit out of the cafeteria or to give fruit to other students because they are not going to eat it or do not have a meal ticket.
5. Appropriate behavior is required in the cafeteria and grill. No loud talking, no obscene language, no pushing, shoving or other horseplay, no smoking.
6. All students must present a student ID card with a picture on it to the cashier.

Your student ID card must scan. After two warnings because of violations to this policy, the dining services department will not accept your student ID.

7. Students may not allow another student to use their ID card.
8. Students are asked to be prompt for meal times.
9. Students are asked to report spills, soiled tables, etc., to a cafeteria or grill employee.
10. Please report inappropriate behavior by our employees to the management.
11. Students should take their dishes, cups, utensils and trash to the tray return room. Scrape plates and put plate in the window. Silverware goes in the silverware slot. Do not throw any plates, cups, or silverware in to the trash! They are not disposable.

Students may use their meal tickets in the cafeteria or the grill during regular serving hours. Special diets may be requested by contacting Dining Services on the Wesson Campus at (601) 643-8367.

RESIDENCE HALL INFORMATION – WESSON CAMPUS

Students who plan to reside in a residence hall must complete the online housing application and submit a non-refundable reservation fee of \$75. Rooms will be assigned according to classification and the date the room reservation fee was paid, and ACT scores will also be a consideration in the assignment of dormitory rooms. Students are allowed the privilege of requesting a specific room and roommates at the time they pay the reservation fee. This request will be honored if at all possible. Rooms will not be held for students after the first three days of classes, unless special arrangements have been made with the Director of Housing. **The reservation fee is NOT REFUNDABLE.** Designated private rooms may be available (excluding Bates Hall and Nettles Hall). Private rooms are not guaranteed at the beginning of any semester. If space is available, requests may be granted on a first come, first served basis. Priority deadline to apply is June 1. Additional fees may apply. Students losing a dormitory key will be assessed a fee of \$100 to have the key replaced and the lock changed.

Men's residence halls include: Bates, Simpson, Franklin, Lincoln, and Lawrence. Women's residence halls include: Stevens, Stevens Annex, Copiah, and Nettles. Students should furnish their rooms with the following articles: sheets, pillows, bedspreads, blankets, towels. The rooms are furnished with single width beds and mattresses, dresser, desk and chairs. **All residence halls are non-smoking.**

NOTE: College Student Housing has the discretion to deny on-campus housing to an applicant who has been convicted of a felony, if it appears that the applicant has personal history that presents an unacceptable risk to the residence hall community.

Living in the residence hall is considered a privilege and not a right.

A student's residence on campus is contingent on that student's compliance with the policies established for the general welfare of all residence hall students. It is the responsibility of all students in the residence halls to become aware of and observe all published rules affecting their status within the residence hall system at Co-Lin. Smoking is prohibited in all residence hall.

The following rules and regulations must be observed by all residents and guests:

1. Rooms must be kept neat and ready, free of excessive trash, for inspection at all times. Deficiencies in cleaning standards will result in a code of conduct violation.
2. Students should turn off all appliances/electronics as appropriate before leaving the room.
3. Residence hall rooms are expected to be locked when the student is out of the room. Each student is responsible for his or her key at all times. A \$100 fee will be charged for each lock and key replacement.
4. Co-Lin is firmly committed to the principle of complete respect for the constitutional and human rights of every student. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable rules of conduct. It is the policy of

Co-Lin that arbitrary and capricious searches of a student's room may not be conducted unless a reasonable cause exists to believe that serious violations of college regulations or state or federal laws are occurring or have occurred.

5. To assist in the orderly operation of residence halls, Co-Lin employs students to serve as Resident Assistants. The Resident Assistants are empowered to enforce all college regulations and are fully supported in this endeavor by the administration of Co-Lin.
6. All residence hall students on campus are expected to go to their residence hall at 11:00 p.m. each evening unless they are in attendance at an organized school function. Those students that are off campus attending an organized school function after 11:00 p.m. will be allowed to return to their dorm until 1:00 a.m.
7. Traffic signs, lewd and obscene pictures, and darts and dart boards are prohibited in the residence hall. Do not nail tacks or nails in the residence hall walls.
8. Upon admission to the residence hall, each student accepts the responsibility for the student's room and its contents. When damage occurs, each occupant of the room will be assessed a share of the cost of repair unless one occupant accepts full responsibility. It is strongly suggested that each student lock their room when they are away. Should damage occur in the absence of the occupants, the occupants' responsibility is not relieved. **ANY STUDENT DAMAGING HALLS, LOBBIES, ETC., WILL BE FINED FOR DAMAGES.**
9. Any overnight visitor in the residence hall must be registered with the Residence Hall Supervisor or Associate as the guest of a residence hall student at least twenty-four (24) hours prior to the visit. Any student who keeps unregistered visitors in the student's room will be assessed a fee of \$50 each for each night of unauthorized visitation. Unauthorized visitors may be arrested for trespassing. No weekend visitors will be allowed.
10. Necessary maintenance should be reported in writing to the Residence Hall Supervisor or Associate or Director of Housing office.
11. All students are required to maintain full-time status as students to live in the residence halls (including six on ground concurrent hours).
12. Pets and other animals (including small fish) are not permitted in rooms.
13. Microwave ovens and apartment-type refrigerators are allowed, but not toaster ovens, air fryers or other cooking appliances.
14. Residence hall quiet hours will begin in all residence halls at 10:00 p.m. This includes adjacent parking lots.
 - a. Excessive noise at any time will result in disciplinary action.
 - b. Radios, televisions, stereo equipment and other sound apparatuses shall not be loud enough to be heard in other rooms or to disturb or disrupt the normal tone of the residence hall.
15. Baby-sitting is not permitted.
16. No furniture or other items of inventory may be removed from the residence hall without written permission from the Housing Office. All students will inventory their room and sign an inventory form before a key is issued.
17. To vacate a room, a student must return the key and check out with the residence hall supervisor who will give him/her a check-out slip which will be received by the Business Office. Also, a thorough inventory will be made of the room vacated to see that it has not been abused and that all items are accounted for.
18. Any student desiring to change rooms must report to the Director of Housing' office for instructions. Any student changing rooms without obtaining prior permission from the Director of Housing may be fined. It is the responsibility of the student to inspect his/her new room and give a written account of any damage to the residence hall supervisor. This will keep students from being charged with pre-existing damages.
19. In order to preserve painted wall surfaces, residents are asked to use command strips (no duct tape) or teachers putty to attach wall decorations which can be easily

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- taken down without removal of paint or destruction of walls. Nails, tacks or screws are not allowed to be used for any reason on windows, walls, or furniture. Window blinds are furnished in each room. Curtains may be hung by using a spring-type rod only.
20. Vandalism or abuse to living quarters is prohibited. Students found responsible shall be assessed the cost of repair or replacement of damaged or missing items as well as additional disciplinary action. *No spray paint or glitter in dorm or on sidewalks. Art projects are to be done outside the residence hall.
 21. Exercise equipment and/or other items that could be considered disruptive, damaging or injurious are not permitted. Dumbbells and weights are specifically not permitted.
 22. Gathering or congregating in such a manner as to disturb the normal educational process of the residence hall is not permitted.
 23. Students must comply with a request by a college official to disperse or leave the residence hall or any adjacent area when they are acting in a disorderly, disruptive, and/or excessively noisy manner.
 24. All thefts, damage to property, etc., should be reported immediately to the residence hall supervisor and Campus Police. **The college assumes no responsibility for loss or damage.** All students should have a copy of serial numbers on items of value in a safe place.
 25. Fire and insurance regulations prohibit the burning of any material in the residence halls. Candles or wax melting devices are not permitted.
 26. At the completion of each semester, students are asked to vacate the residence halls within 2 hours of their last exam.
 27. Loitering will not be permitted around unauthorized areas, such as stairwells.
 28. Solicitation of funds and distribution of leaflets and/or materials is prohibited in residence halls without written permission of the Dean of Student Services.
 29. Room decorations are expected to be in good taste. Displays which are not in keeping with good taste should not be kept in student rooms. Empty alcohol beverage containers are not permitted as decorations and are not allowed in rooms (aluminum foil, blankets and flags in windows, etc.).
 30. There should be no hairstyling at any time in the lobby or hallways of the dormitories.
 31. No sexual activity is allowed in residence halls.
 32. Students with a felony conviction are not permitted to be campus housing residents.
 33. Personal grills are prohibited.
 34. No dyeing of hair which causes staining of sinks and showers.
 35. Professional nail products (acrylic) and application of such products with strong odors are not permitted in residence halls.
 36. Residence hall meetings may be called by the Dean of Student Services. All residence hall students are required to attend such meetings. These meetings will be scheduled at least one week in advance. Failure to attend without permission of the Dean of Student Services could result in fines.
 37. Students planning to return for the fall semester should reserve their rooms with the office of the Director of Housing during the designated times before final exams.
 38. Unauthorized visitation - Any student(s) found to be in any residence hall room or other unauthorized area with a member(s) of the opposite sex may be dismissed from campus housing and/or fined up to \$400.

ACADEMIC GUIDELINES FOR RESIDENCE HALL STUDENTS

Students living in the residence halls at Copiah-Lincoln Community College must maintain a minimum of 12 hours (including at least six on-ground hours) concurrent to remain eligible to live in the residence hall. Any student who is enrolled at Copiah-Lincoln must maintain a 2.00 accumulative GPA or better to be eligible for campus housing. All residence hall students who are in non-compliance with these GPA standards at mid-term will be sent a written warning of their dormitory status. Notification of non-compliance of these regulations will be made by the Director of Housing. If students at the end

of the semester are in non-compliance, they will lose campus housing privileges. Any person may appeal dismissal from campus housing by doing so in writing to the Director of Housing. Any appeal by students not meeting these requirements will be directed to the residence hall appeal committee which consists of the Director of Housing, the student's residence hall host or hostess, and the Dean of Student Services. This policy is endorsed by the Student Government Association.

Honors Residence Halls

Honors residence halls are Bates Hall and Nettles Hall.

To be eligible for honors housing, students must have a 21 or above ACT score. Sophomores with a 3.0 or better grade point average will be considered based on availability.

Students must maintain a minimum of 12 semester hours (including at least six on-ground hours) concurrent and maintain a 3.0 or better grade point average.

Returning sophomore students will be given priority in honors residence halls only during the specified times at the end of the spring semester.

Effective Fall 2024, Copiah-Lincoln Community College will no longer have designated honors residence halls.

HEALTH SERVICES FOR RESIDENCE HALL STUDENTS

Any resident student needing medical services may report to Student Services for a Student Healthcare Referral Form to KDMC Medical Clinic. The student is responsible for the cost incurred. If you need assistance when Student Services is closed, please contact your dorm host or hostess or Campus Police.

Community resources are available for any student experiencing behavioral health concerns. Should any concerns arise the student should report to the Dean of Students or the office of Enrollment Services for an appropriate referral. Students should also report any concerning behaviors observed and/or heard from fellow students to the Dean of Student Services.

MAIL SERVICE FOR RESIDENCE HALL STUDENTS

All residence hall students at Copiah-Lincoln Community College, Wesson Campus, may purchase mailboxes in Callender Hall for \$10. Students wishing to obtain a mailbox should contact the Student Services office. Mail should be addressed: Student Mail with student's name, box number, Copiah-Lincoln Community College, Wesson, Mississippi, 39191.

BOOKSTORE

The bookstore is the source for all college textbooks, eResources, school supplies, lab supplies, note cards, departmental supplies, snacks, drinks, gifts, and Co-Lin apparel. Textbook buy back is always during exam week. The book list is sent in by the instructors for the following semester and edition changes will determine which books will be bought back. A list of books to be bought back is posted in the bookstore, around campus, and in the Student Bulletin. A student ID is required for all Financial Aid purchases and book buy back.

LEARNING RESOURCES (ALL CAMPUSES)

Copiah-Lincoln Community College Libraries promote educational excellence by providing information access to the students, faculty, and staff in both traditional and online courses. Facilities located on each campus (the Evelyn W. Oswalt Library – Wesson Campus; the Willie Mae Dunn Library – Natchez Campus; and the Fred and Jewett Taylor Library – Simpson County Center) house a variety of materials to support the curricula of the college and academic freedom.

The district-wide collection encompasses print, non-print, and electronic resources. Online resources such as Mississippi Alliance for Gaining New Opportunities Through Library Information Access (MAGNOLIA), and Mississippi Electronic Libraries Online (MELO) consortiums provide patrons universal access twenty-four hours a day, seven days a week. Additionally, interlibrary loan

services (resource sharing with other libraries) are available. Computers are also available in each library for patrons use.

In an effort to promote information literacy, librarians, and library paraprofessionals are available to provide formal and informal instructions on the use of library resources. Library hours of service, contact information, and library policies are available on the library website.

Oswalt Library, Wesson Campus, Bryon Conville, District Director Learning Resources

Hours of Operation

Fall and Spring:	Sunday 5:00 p.m. - 8:00 p.m. Monday - Thursday 7:30 a.m. - 8:00 p.m. Friday 7:30 a.m. - 12:00 p.m.
Summer:	Monday - Wednesday 7:30 a.m. - 4:00 p.m. Thursday 7:30 a.m. - 8:00 p.m. Friday 7:30 a.m. - 12:00 p.m.

Willie Mae Dunn Library, Natchez Campus, Beth Richard, Director of Learning Resources

Hours of Operation

Fall and Spring:	Monday - Wednesday 7:30 a.m. - 3:30 p.m. Thursday 7:30 a.m. - 6:00 p.m. Friday 7:30 a.m. - 12:00 p.m.
Summer:	Monday - Thursday 7:30 a.m. - 3:30 p.m. Friday 7:30 a.m. - 12:00 p.m.

Taylor Library, Simpson County Center

Hours of Operation

Fall and Spring:	Monday, Wednesday and Thursday 7:30 a.m. - 4:00 p.m. Tuesday 7:30 a.m. - 8:00 p.m. Friday 7:30 a.m. - 12:00 p.m.
Summer:	Monday - Thursday 7:30 a.m. - 4:00 p.m. Friday 7:30 a.m. - 12:00 p.m.

Group Study Rooms

Group study rooms are available for collaborative work and research activities. All rooms are available on a "first come, first served" basis. Student conduct and food policies will be enforced.

Borrower Information/Use Of Resources

1. Students are required to have their ID card to check out books or use materials on reserve.
2. Students may have up to ten (10) books checked out at one time. The normal loan period is two (2) weeks. The loan period will be shortened at the end of each semester.
3. Generally, magazines and reference books are for library use only.
4. When books become due, they may be returned or renewed. Overdue notices are e-mailed to the student periodically.
5. Students are responsible for any lost or damaged items checked out to them.
6. All books must be returned with any fines or fees paid by the end of each semester. Library borrowing privileges of students with overdue items or fines will be suspended and a hold will be placed on the student's record. The hold will need to be cleared for registration and transcript requests.

Fines/Fees

Fines are charged for overdue books at a rate of \$.25 per day. No fines are charged for weekends or times when the library is closed. A maximum of \$10.00 per book is charged for overdue fines. All library material must be returned in good condition. If items are lost or damaged, accounts will be assessed a replacement/processing fee of \$5.00 in addition to the cost of the item. Once the item is declared lost or damaged and payment is received, accumulated fines will be waived. Charges are

non-refundable once the library material is paid for.

Photocopy and computer printing service is available at each Co-Lin library. Photocopies are \$.20 per page.

Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Persons using library equipment such as computers, printers, scanners, and any other equipment that is capable of making copies are responsible for any infringement.

Computer printing is \$.10 per page. Students receive a 200-page printing block each semester. Students and non-students needing additional printing access may purchase a print account at the business office. The accounts are obtainable in \$5.00 increments. Color printing is available at the Wesson Campus library with staff assistance for \$.40 per page.

Security Of Library Materials

§ 39-3-303. Unauthorized removal or wilful mutilation of library materials

1. It shall be unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization.
2. It shall be unlawful for any person to wilfully mutilate library materials.

SOURCES: Laws, 1978, ch. 418, § 2, eff from and after July 1, 1978.

Miss. Code Ann. § 39-3-303 (Lexis Advance through the 2017 Regular and 1st Extraordinary Sessions) § 39-3-309. Penalties for violations of § 39-3-303

Any person who violates the provisions of section 39-3-303 is guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$ 500.00) or by imprisonment in the county jail not to exceed six (6) months, or by both such fine and imprisonment. SOURCES: Laws, 1978, ch. 418, § 5, eff from and after July 1, 1978.

Miss. Code Ann. § 39-3-309 (Lexis Advance through the 2017 Regular and 1st Extraordinary Sessions)

Computer Guidelines

Authorized Users. Authorized users of computers are Co-Lin students, faculty, staff, alumni of the college, and registered community patrons. Students have access to library computers by using the logon provided by the college. First time non-student computer users must register at the library's circulation desk.

Limited Use. Time restrictions may apply when computer seating is limited. Priority will be given to students with educational research needs.

Appropriate Use. Computers in the library are designated for educational purposes in accordance with support of instructional activities, support of independent study and research, pursuit of educational information via the Internet, library databases, and other electronic resources.

Violation of the Computer Use Policy. No individual shall access, use, destroy, alter, dismantle, disfigure, or remove programs, technologies, or configurations/settings from any computer. Any patron found using resources that have not been previously approved for use on the library computers or found tampering with any installed programs or settings of the hardware will be barred from using the equipment. The use of Co-Lin's technology resources to violate the privacy of any individual is prohibited. Consequently, the college's Technology Policy and Procedures found in this handbook apply to all users of computers in the library.

Abusers of computers and/or violators of the college's policies on the use of technology resources may result in disciplinary action by the college including but not limited to revoking of computer privileges, expulsion from school, and/or referral to the appropriate law enforcement agency.

Conduct

The atmosphere of the library should be one conducive to learning in an academic setting. All patrons are expected to participate in creating and maintaining an environment advantageous to study and research.

1. Students making excessive noise will be asked to leave the building.
2. Talking on cell phones is prohibited in the library. Cell phones may be used for other purposes as long as the student is not engaged in taking a test and the phone cannot be heard by others. Headsets are required with all sound electronic devices. The volume on the headset must be set so that it does not disturb nearby patrons.

Disciplinary Action. Violation of library conduct policies may result in the following action:

- First Offense— Verbal warning
- Second Offense— Verbal warning--request for student ID
- Third Offense—Student requested to leave the library

In extenuating circumstances, Campus Police and the Dean of Students will be notified which may result in further disciplinary action.

Food And Drink

No food is allowed in the library.

With the exception of the copy machine area and the stacks, beverages in spill-resistant containers are allowed in most areas of the library. Beverages should not damage library material, equipment, or furnishings. Patrons are asked to dispose of all trash properly.

STUDENTS OBTAINING ACADEMIC REWARDS (SOAR)

Natchez Campus Only

Janice Jarvis, Director (601) 446-1114/janice.jarvis@colin.edu

Hours: Monday - Thursday 8:00 a.m.- 4:00 p.m.;

Friday 8:00 a.m. – 12:00 p.m.

Students Obtaining Academic Rewards (SOAR), a Student Support Services program, is funded by the U.S. Department of Education, Federal TRiO Programs. The program is designed to provide academic support services to improve academic performance and increase retention and graduation rates of eligible students.

SOAR provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The HUB, a full service computer lab, is available for participant use.

Services provided include:

- Academic tutoring
- Academic advisement
- Assistance in completing the FASFA, scholarship applications, and other financial aid applications
- Financial and economic literacy education and counseling
- Career counseling
- Transfer assistance
- Peer coaching
- Academic success skills and personal development workshops
- University campus tours
- Exposure to cultural enrichment events and activities

For additional information or to apply for services, please stop by the HUB located in the Tom Reed Academic Building on the Natchez Campus.

TECHNOLOGY

The Technology Department at Copiah-Lincoln Community College provides and maintains the latest information technology for students, faculty and staff located on the Wesson and Natchez Campuses and the Simpson County Center. Major responsibilities include, but are not limited to coordinating, managing and securing all local and wide area communication systems, maintaining all faculty, staff, and student network accounts and monitoring and enforcing the Electronic Use Policy.

STUDENT E-MAIL

While you are a student at Co-Lin you will have an e-mail account. A typical student e-mail address would be the first letter of your first name, entire last name, and last 4 digits of your student ID# followed by @st.colin.edu (example: jdoe6789@st.colin.edu). It is very important that you use your campus account for official communications with your instructors. Please do not provide Gmail or Yahoo, etc., accounts to your instructors if you are engaged in an online class or a traditional class where assignments are submitted via e-mail. Information on campus technology and network issues may be found by going to www.colin.edu; click on students and scroll down to Technology.

ELECTRONIC USE POLICY

Electronic mail, Internet access, and other electronic media and equipment are business tools that are provided by Co-Lin to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, Co-Lin has developed the following acceptable use policy. This policy addresses access, use and disclosure of electronic mail and Internet messages and material created, sent or received by Co-Lin employees and students using the college's systems. Co-Lin intends to honor the policies set forth below, but reserves the right to change them at any time, without notice as may be appropriate under the circumstances as determined by Copiah-Lincoln Community College.

1. Purpose. Co-Lin maintains electronic mail, Internet access, local network storage and other information systems. These systems are provided by the college to assist in the conduct of business within the college.
2. Relation to Other Policies. Employees and students are to use Co-Lin's electronic mail, Internet systems and other network resources in a manner that is consistent with other college policies.
3. Acceptable Use. The use of the electronic mail, Internet/LAN (Local Area Network) systems is reserved primarily for the conduct of business at the college. Limited personal use of the electronic mail and Internet/LAN systems is permitted, but should not be excessive or interfere with normal operations of the college. Co-Lin reserves the right to restrict access to non-essential services.
4. Company Property. The electronic mail and Internet/LAN systems and hardware are college property. Additionally, all documents, messages and attachments composed, sent, received or stored on the electronic mail or Internet/LAN storage systems are and remain the property of Co-Lin.
5. Password Accountability. Employees or students must not use a password, access a file, or retrieve any stored communication, other than where authorized. All passwords are the property of Co-Lin. Employees or students may not use passwords on critical systems that have not been disclosed to the Director of Technology or Computer Center Director or other account manager. Any compromised password should be reported to the account administrator. Student passwords are confidential and students are accountable for all usage under their password of the Co-Lin computer systems. Students should change their default password as soon as possible.
6. Non-Removal. Employees or students may not remove from the premises any hardware, software, sensitive files or data without prior authorization by the Director of Technology. Licensing agreements can only be used for Copiah-Lincoln purposes unless otherwise specifically authorized by the Director of Technology and shall comply with the terms of the relevant third party licensing agreement.
7. Downloading. In downloading documents from the Internet, Co-Lin requires that such documents must be related to Copiah-Lincoln Community College business and constitute a reasonable use of the college resources. Executable files may not be downloaded without prior management authorization. Applications such as Peer to Peer swapping tools and unauthorized browser enhancements/plugin are **STRICTLY PROHIBITED**.
8. Offensive or Harassing Use Prohibited. The electronic mail and Internet/LAN systems are not to be used to create or distribute any offensive or disruptive messages. Among those that

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- are considered offensive are messages or material that contains sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry or disability. In addition, the system must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate. The electronic mail and Internet/LAN systems must not be used to commit any crime, including but not limited to sending obscene emails over the Internet with the intent to annoy, abuse, threaten, or harass another person.
9. Compliance with the Law. The Co-Lin system shall not be used to commit any crime and shall comply with all state, federal and local laws and regulations.
 10. No Sexually Explicit Sites. Co-Lin's Internet system must not be used to visit sexually explicit or otherwise offensive or inappropriate Web sites, or to send, display, download or print offensive material, pornographic or sexually explicit pictures or any other materials which would be found offensive by most reasonable people. Content filters which are designed to disrupt access to these materials must not be bypassed or altered without prior approval of the Director of Technology.
 11. Solicitation Prohibited and/or Restricted. The electronic mail and Internet/LAN systems may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related. Co-Lin may at a time of its choosing provide access to a public electronic bulletin board system which will facilitate voluntary participation in non-business related messages and other transactions. Otherwise, any mass electronic message which is not related to the direct business of the college should have prior approval before being sent. Usage of e-mail system to support non-profit fund-raising may be available pending approval from campus Vice President.
 12. Chain Letters. Employees or students must not send or forward "chain letter" emails.
 13. Viruses. Employees or students may not use Co-Lin e-mail or Internet systems to develop or send any virus or otherwise destructive programs. Employees or students should not open e-mails or attachments unless they are confident of the identity of the sender and the content of any attachments.
 14. Copyrighted Material and Trade Secrets. The electronic mail and Internet/LAN systems must not be used to send (upload) or receive (download) or web stream live copyrighted materials, trade secrets, proprietary financial information, or similar materials without the expressed written consent of the Co-Lin Technology Department. Any attempt to bypass current band width management systems is strictly prohibited.
 15. Right to Monitor. Co-Lin reserves and intends to exercise the right to review, audit, intercept, access and/or disclose any and all traffic in the system, including messages or material, including attachments created, received or sent, web sites visited and/or files downloaded over the college's electronic mail or Internet/LAN systems. Authorized representatives of the college may monitor the use of its systems in its sole discretion, at any time, with or without notice to any student and may by-pass any password. Such monitoring is capable of tracking and recording e-mail messages sent and received as well as web sites visited by employees and students.
 16. Confidentiality. The confidentiality of any message or material should not be assumed. Even when a message or material is erased, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Notwithstanding, Co-Lin's right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other employees or students and accessed only by the intended recipient. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior authorization from the Director of Technology, employees or students are not permitted to retrieve or read e-mail messages that are not sent to them. The contents of electronic mail or Internet messages or material may, however, be disclosed to others with prior authorization from the Director of Technology.
 17. Representative of College. Employees and students should make clear when they are or are not representing the college in their e-mail or Internet communications. Usage of an appropriate disclaimer on the footer of all messages is encouraged.
 18. Internet Site/Identification Originator. Employees and students should be aware that Internet
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sites accessed from Co-Lin's computer network may identify the college as the originator of each visit. If employees participate in "chat sessions" or post messages on the Internet, they may be regarded as representing the college. Thus, all communications must be professional, appropriate to Co-Lin, and not adversely reflect upon its reputation.

19. Contact Person. Employees or students who need help understanding this policy or who discover a violation of this policy should notify the Vice President of their campus.
20. Disciplinary Action. A violation of the policy may result in disciplinary action ranging from a verbal warning up to and including discharge from employment, expulsion from school and/or pursuit of legal action.

SOCIAL MEDIA POLICY

Any communications, whether via College internet resources, non-College resources, social media, blog or otherwise which could damage or bring disrepute to Copiah-Lincoln Community College, its employees, or any members of the Board of Trustees will be subject to discipline according to the student code of conduct.

Students are legally responsible for their commentary and content, and can be held personally liable. Copiah-Lincoln Community College will assume no legal responsibility should outside parties pursue legal action against a social media user for their postings within the College domain.

Facebook, Twitter and other social media venues are available for individuals to express opinions and communicate with others. Copiah-Lincoln Community College provides the following guidelines and practices for employees/students regarding social media.

1. Any profile or page set-up to represent Copiah-Lincoln Community College must be approved by the Office of Public Information or Director of Technology.
2. Each profile should be administered by Co-Lin personnel i.e. club advisor.
3. Profiles should be kept up-to-date and monitored weekly for derogatory or negative statements regarding the College by others.
4. Posts should be in good taste and exhibit proper grammar, spelling, punctuation and formatting before they are published.
5. Inappropriate content should be avoided including but not limited to, profanity, racist, sexist, discriminatory, threatening or defamatory remarks; personal attacks or derogatory statements or information that may be considered personal and/or embarrassing to another person.
6. Copiah-Lincoln Community College reserves the right to request the removal of content and links it deems inappropriate.
7. The College should be addressed as "Copiah-Lincoln Community College" or "Co-Lin". Correct punctuation is required.
8. Logos may be requested through the Office of Public Information.

Please note that nothing in this policy is intended to hinder individuals First Amendment rights to freedom of speech or freedom of the press.

NON-EMERGENCY TEXT MESSAGING SYSTEM

In addition to Social Media and Wolf Alert, Co-Lin has a non-emergency text messaging system to communicate with faculty, staff and students. During the academic year, students will be given the option to sign up to receive non-emergency text messages and reminders about pre-registration, power outages, event cancellations, etc. Message and data rates may apply.

Instructions on how to sign up for this free service will be distributed at the beginning of the semester.

PROCTORED TESTING FOR MSVCC CLASSES

1. Student must schedule an appointment at least 24 hours in advance of taking test by reserving an appointment via the scheduling feature within Canvas. Students may test in person at any community college in Mississippi or by using virtual proctoring options, which may charge a fee. Virtual proctoring requires the student to have a stable internet connection, a webcam, and microphone/speaker capabilities.
2. Instructions to register and schedule exams are located via the eLearning website and are provided in Canvas by the instructor. Students should schedule as soon as exam information is available.
3. Students must provide a picture ID in order to take their test.
4. Food, drinks, cell phones, backpacks, electronic devices, etc., are not

allowed while testing.

5. A fine will be incurred for violations of the cell phone/electronic device policy.

MSVCC proctor labs are located at each college campus location:

Wesson – Assessment Center located in the library

Natchez – Proctor Lab located in the library

Simpson County – Proctor Lab located in the library

Students must schedule to take proctored exams during dates and hours of operation. Proctor lab information can be found via the eLearning site:

www.colin.edu/majors-programs/elearning-online/current-elearning-students/schedule-a-proctored-exam/

Proctor Contact Information:

Wesson: 601-643-8636 or 601-643-8617

Natchez: 601-446-1107 or 601-446-1101

Simpson County Center: 601-849-0119 or 601-849-0116

STUDENT CONDUCT

Statement of Conduct and Philosophy

The purpose of the Copiah-Lincoln Community College Code of Student Conduct, related rules and regulations, and disciplinary procedures are to provide a framework for disciplinary policy and action which shall be consistent with principles of fundamental fairness for the student and with the philosophy of Copiah-Lincoln Community College.

It is the aim and intention of Copiah-Lincoln Community College to institute within its operations and uphold with its procedures a high regard for the health, safety, education, and moral development of the student body. Hence, there is a need for basic policies governing the actions of students as they relate to fellow students, faculty and administrators in the academic community. The guiding force in the determination of such policies is the realization that certain minimum standards of conduct must be met in order to create an atmosphere in which students and others can work toward and realize their educational and developmental objectives with minimum interference and maximum support and encouragement. A specific violation of our policy is any form of sexual violence (assault, rape, dating and domestic violence) harassment, or stalking. (See Sexual Harassment Policy)

While the student has an obligation to observe college policy, it is realized that breaches of policy will occur. When a student is found to be in violation of policy, those personnel charged with dealing with such problems must operate within an established framework, which has been known to the student. In attempting to direct student behavior or to sanction a student whose behavior has been unacceptable, the administrator is obligated to do so in a fair and equitable manner and in accordance with stated policy of the institution. Therefore, the obligation of the college and its administrators is of great consequence and not to be taken lightly by students, parents, administrators, or the public.

The procedures outlined here clearly show what the college must and will do in the process of administering discipline of significant consequence to the student. They are in every respect consistent with other statements of policy issued by this institution. Within the framework of this manual, official bulletins of the college and any official notices of the college one can find all statements of policy, regulations governing student conduct, minimum requirements for continuing at Copiah-Lincoln Community College, and penalties for violations. In addition, the proper channels of appeal are listed along with the positions of persons to whom appeals may be made.

Definitions:

1. The term “college” means Copiah-Lincoln Community College (Co-Lin).
2. The term “student” includes all persons registered for classes at the College, both full-time and part-time. It does not include former students not currently registered for classes.
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “college official” includes any person employed by the College performing assigned administrative, professional or staff responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty

- member, college official or any person employed by the College.
6. The term “college premises” includes all land, buildings, facilities and other property in the possession of or controlled by the College.
 7. The term “disciplinary authority” means any persons authorized by the College to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
 8. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
 9. The “Dean of Student Services” is defined as the person designated by the President to be responsible for the administration of the Student Code. The Dean of Student Services may designate other college officials to assist in the administration of the Student Code.
 10. The term “policy” is defined as the written regulation of the College.

Code of Student Conduct

Students who register at Copiah-Lincoln Community College agree to conform to its regulations and policies, and are subject to disciplinary action upon violation of these regulations and policies.

Any student found to have committed the following misconduct is subject to the disciplinary action as outlined in this Handbook. Multiple violations of student code of conduct and/or general residence hall policies may result in dorm dismissal and/or expulsion.

1. Obstruction or disruption of teaching, research, administration, public service functions, the flow of vehicular or pedestrian traffic or other college activities.
2. Theft of or damage to property of the College or to property of a member of the college community or of a visitor to the College.
3. Possession, consumption, or evidence of consumption, of alcoholic beverages on campus (violation of state law) or at any event formally sponsored by an organization of the College (even in automobiles).
4. Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns or other weapons on college premises is in violation of state law. Such weapons will be confiscated.
5. Gambling in any form.
6. Use, possession, distribution, or manufacture of narcotics, illegal drugs, or illegal steroids, and/or drug-associated paraphernalia or controlled substances (this does not apply to medicine prescriptions) as defined by the laws of the State of Mississippi, except as expressly permitted by law.
7. Physical assault, abuse or detention of any person, or conduct which endangers the health or safety of any person.
8. Abusive and profane language or displays of affection not in keeping with good taste and high moral standards.
9. Unauthorized entry to or use of college premises, including both buildings and grounds. Unauthorized possession or use of a key to any college facility or other property.
10. Unauthorized visitation - Any student(s) found to be in any residence hall room or other unauthorized area with a member(s) of the opposite sex may be dismissed from campus housing and/or fined up to \$400.
11. Violations of established college policies or regulations.
12. Interfering with or failing to comply with directions of college officials and/or law enforcement officers acting in performance of their duties. Failure to identify one's self to officials when requested to do so. (Co-Lin Campus Police have complete police powers on campus.)
13. Harassment, intimidation, or bribery of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions which intentionally inflict serious mental or emotional distress on others and/or disrupt the educational environment.
14. Actions which are abusive or disrespectful in nature that are directed toward college officials.
15. Breach of peace, disorderly conduct, and aiding, abetting or procuring another to breach the peace of the campus. This includes excessive noise, or lewd, indecent, or obscene conduct or language in buildings or on the grounds of the college.
16. Participation in a campus demonstration which disrupts the normal operations of the College and interferes with the rights of other members of the college community. Inciting or

refusing to leave the scene of an authorized demonstration or gathering when ordered to do so by an authorized official.

17. The setting of, or adding to, unauthorized fires on college premises, willful damage or misuse of fire protection equipment, initiation of a false fire alarm or failure to evacuate during a fire alarm or drill.
18. Falsification of records - willfully and knowingly giving false information is strictly prohibited. This includes oral or written statements to college officials, faculty, or staff and alteration or misuse of college documents, records, or identification cards.
19. Violations of automobile and parking regulations.
20. Disregard of financial obligations to the College.
21. Abuse of the discipline system, including but not limited to: failure to obey the summons of a hearing officer or body; disruption or interference with the orderly conduct of a discipline proceeding; attempt to discourage or improperly influence an individual's participation or use of the discipline system; harassment or intimidation of an individual involved in a discipline proceeding. Failure to comply with a sanction imposed under the Student Code.
22. Violations of the laws of the federal and local governments.
23. Violations of dress code.
24. Littering of the campus.
25. Solicitation of funds and distribution of leaflets and/or materials by students or visitors is prohibited on campus unless approved by the Dean of Students.
26. Gang-related activity.
27. Violation of the campus tobacco free and non-smoking policy.
28. All students are responsible for the actions of their guests while on campus.
29. Violation of student organization regulations by students or groups.
30. Skateboarding, roller-skating, rollerblading and hover boards are prohibited.
31. Possession or use of water balloons and water guns.
32. Violations of the computer usage policy.
33. The illegal sale of books to the college bookstore will result in a fine of \$100 plus the retail cost of the book.
34. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials or faculty of the college or their representatives.
35. Hoods worn over students' heads are not permitted inside of buildings on campus.
36. No sexual activity on campus.

STUDENT COMPLAINTS

When students, including dual enrolled and eLearning students, encounter problems or issues that have not been independently resolved among all involved parties, students have the right to initiate a formal complaint with Co-Lin administrators. All formal complaints must be written using the official Student Complaint Form (paper or online version) by following the steps below:

1. Instructional complaints on the Wesson Campus should be directed to the Dean of Academic Instruction or the Dean of Career, Technical, and Workforce Education. Instructional complaints on the Natchez Campus and Simpson County Center should be directed to the campus Vice President.
2. Non-instructional complaints on the Wesson Campus should be directed to the Dean of Student Services. Non-instructional complaints on the Natchez Campus and Simpson County Center should be directed to the campus Vice President.
3. eLearning students, including online dual enrolled students, may submit complaints electronically via the Student Complaint Form at www.colin.edu/eLearning. In compliance with the State Authorization Reciprocity Agreement (SARA), if an eLearning student has exhausted CLCC's resolution process and feels that his or her complaint was not fairly addressed, he or she may contact the Mississippi Commission on College Accreditation at http://www.mississippi.edu/mcca/student_complaint_process.asp to submit a formal complaint.
4. Students should express the nature of the complaint and pertinent information on the college's Student Complaint Form and submit the completed form to the appropriate person listed

above or via the online form for online students. Student complaints must be filed no later than the end of the following semester after the issue in question occurred.

5. The college representative receiving the complaint will either process the complaint or refer it to the appropriate person for processing. All student complaints will be processed and final determination will be made by college personnel who are not directly involved in the alleged problem. All student complaints will be processed within 60 working days or sooner depending upon the nature and circumstances of the complaint.
6. Students have a right to due process for any grievance. If the student is not satisfied with the resolution of the grievance, the student may then appeal to the President in writing within three (3) days of the previous decision. Any student who does not submit a written appeal by that date forfeits any further consideration in this matter. The President's decision will be final.
7. No adverse action will be taken against the student filing the complaint by college personnel as a result of the complaint.
8. For complaints regarding Sexual Harassment, Title IX, or Section 504 directives, students must refer to the Sexual Harassment policy in the College Catalog.
9. After exhausting the College's grievance policy, a student who did not receive a satisfactory resolution at the College may follow the State complaint process of the Mississippi Commission on College Accreditation (MCCA). Information can be found at: http://www.mississippi.edu/mcca_student_complaint_process.asp Students who wish to initiate and file a complaint at the State level must do so at this website. Please note that according to the MCCA policy, in order for an investigation to be initiated, the student must have exhausted all available grievance procedures established by the Institution.

Governing Regulations

Reasonable regulations are necessary for the proper operation of an educational institution. The regulations prescribed have developed over a period of years and are deemed the minimum necessary for the orderly operation of Copiah-Lincoln Community College.

All matters relating to discipline are under the jurisdiction of the Dean of Student Services. In matters of discipline that involve classroom disorder, the administrator that is in charge of that area is contacted before the case is referred to the Dean of Student Services. These administrators are: the Dean of Academic Instruction, the Dean of Career, Technical and Workforce Education, Vice President of the Natchez Campus, and the Vice President of the Simpson County Center. Any student desiring to discuss the regulations prescribed by the institution should be directed to call at the office of the Dean of Student Services.

The enforcement of all regulations governing the students of Copiah-Lincoln Community College is a joint effort by the administration, the faculty, the staff, and students themselves. In addition to the regulations of Copiah-Lincoln Community College, all laws, ordinances, and regulations of the United States, the state of Mississippi, the county of Copiah, and the town of Wesson are in full force and effect upon the campus of Copiah-Lincoln Community College and the college reserves the right to take disciplinary action in addition to the filing of formal charges against any student who violates such laws, ordinances, and regulations.

The following sanctions may be levied for the violation of any campus regulation, or any federal, state or local statute in addition to the filing of formal charges.

Disciplinary Sanctions

The range of disciplinary sanctions includes, but is not limited to, the following descriptions of:

Expulsion - Permanent dismissal from Copiah-Lincoln Community College, with the denial of right of student to participate in any academic or other activity. Student is not allowed on campus.

Dismissal - Separation from Co-Lin, with the student not allowed to reapply for admission. The student is not allowed on college premises without specific written permission from the Dean/Assistant Dean of Students, Vice President of the Campus or Campus Police.

External Suspension - Separation from Co-Lin for a specific period of time. The student is not allowed on college premises without specific permission from the Dean/Assistant Dean of Students, Vice President of the Campus or Campus Police.

Interim Suspension - Temporary suspension from Co-Lin while awaiting a hearing (see interim suspension procedures).

Modified Suspension - All privileges except to attend class and use learning resources are suspended for a period of time. The student is allowed on campus only to attend class and use learning resources. Students must observe all other stipulations specified under his or her suspension. Students must leave campus no later than 4:00 p.m. unless otherwise specified.

Withdrawal - Student is withdrawn from school. No entry is made on official records other than withdrawal. He/she may return to school at the end of a specified time.

Disciplinary Probation - Student is no longer considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal or expulsion. Certain student privileges may be suspended during a probationary period. (Example: scholarships, representing the college in activities, seeking elected office, may lose elected office)

Restitution - Student must replace any private or public property that has been damaged or destroyed.

Restriction - Student is restricted from entering certain facilities or from specified student privileges.

Supervised Work - Specified work hours with a campus office or community service.

Mandatory Counseling/Educational Sessions - Required behavioral counseling or educational sessions as recommended by the evaluating agency. When the continued presence of the student is deemed to present a danger to persons or property of the college or is an ongoing threat of disrupting the operations of the college the student may be subject to immediate external suspension.

Residence Hall Dismissal - Required to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall when assigned this sanction.

Fine - Student is fined for violations of policy; amount of fine will vary depending upon the nature and severity of offense.

Warning - Issued for minor infraction of policy. Further violations will result in more serious sanctions.

Resident students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence halls while the appeal is pending.

Interim Suspension - Any student charged with or convicted of a violation of the law, or college regulation injurious to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the college or his delegate. A hearing regarding the student's conduct must be held as soon as practical.

The conviction of a student for a criminal offense which interferes with the orderly education operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

Disciplinary Appeals Process

The administration of Copiah-Lincoln Community College recognizes the right of each student to a fair hearing with regard to any student grievance.

To ensure the protection of the rights of every student in disciplinary matters, Copiah-Lincoln Community College has established the Judicial Council. In all disciplinary matters every student has the **right** to appeal the decision of college personnel before this Council. Students have three days in which to make a decision to accept or reject the disciplinary procedures. Appeals must be in writing. A hearing is not required, but in cases not heard by the Council, the student must sign a waiver refusing the right to a hearing. Upon signing this waiver, the student accepts the decision of the college personnel.

The Judicial Council shall be composed of the following members: three (3) students, three (3) faculty members, and three (3) administrative officers. The three students shall be the president of the Student Government Association, the president of the freshman class, and the president of the sophomore class. The vice president of each of the three listed groups shall serve as alternates. These three alternates may attend all meetings of the Council, but they may vote only upon the absence of the respective president. Should a hearing be required at any time, and the freshman and sophomore officers have not been elected, the officers of the Student Government Association shall serve in the following

order: president, vice president, secretary, treasurer; so that a total of three students is serving. At the pre-school faculty meeting, the total faculty shall elect by popular vote, three (3) faculty members and a first and second alternate to serve on the Council. The alternates may attend all meetings of the Council in a non-participatory capacity, but may vote only upon the absence of one or more of the regular members. If one regular member is unable to attend, both alternates shall be contacted. Prior to the first meeting of the Judicial Council, the President of Copiah-Lincoln Community College shall appoint three (3) administrative officers and three alternates, not to include the Dean of Student Services or the Assistant Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center, to serve on the Council. In the event of absences at a meeting of the Council, even after notification of alternates or absences by members without notification to the Chairman at least twenty-four (24) hours prior to the meeting, a total of any five (5) members shall constitute a quorum and the meeting of the Council shall be valid and binding. Alternates may be substituted if a case pertains to an area of their particular expertise.

After the Judicial Council has been completely constituted, the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center shall elect one member of the Council to serve as Chairman. The Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center shall instruct the Chairman as to the policies and procedures. The Chairman shall vote only in the event of a tie among the other members.

In the event that a student member of the Council is involved in a hearing of the Council as either defendant or witness, the member shall be ineligible to serve on the Council for that hearing and an alternate shall replace said member.

For all hearings before the Judicial Council, the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center or their designated representative shall present the charges against the student and the evidence to support the charges.

After hearing all evidence and information pertinent to the case in question, the Judicial Council shall deliberate in executive session. Only the constituted members of the Council shall be present during these deliberations. It shall be the responsibility of the Council to decide, (1) guilt or innocence of the accused, and (2) the sanctions to be levied by the institution if a guilty decision is rendered. A majority of the members present at the hearing shall be sufficient to determine guilt or innocence. In the event that expulsion, dismissal or suspension is the sanction levied, a two-thirds (2/3) majority of the members present shall be required.

The decision of the Council shall be relayed in writing to the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center by the Chairman of the Council. The Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center, shall in turn, relay the decision in writing to the student. It shall be the responsibility of the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center to enforce all decisions of the Judicial Council.

A summary of all facts pertinent to each case heard by the Judicial Council shall be prepared by the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center and relayed to the President of Copiah-Lincoln Community College.

The accused student may appeal the decision of the Judicial Council to the President of Copiah-Lincoln Community College. A student wishing to appeal must notify the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center in writing within three (3) days after a decision has been rendered by the Council. Should a student request an appeal, the parents and/or guardians of the student shall be notified of the action. In all appeal hearings before the President, the Chairman of the Judicial Council, or the Chairman's designated representative shall represent the Council.

The following policies, procedures, and rights shall be in effect for all cases heard by the Judicial Council:

4. The student shall be notified at least three (3) days in advance of the hearing, except when by mutual agreement, the time of the hearing and the date the hearing, the place of the hearing, a statement of the charges to be brought against the student, the right to have witnesses in the

student's behalf at the hearing, and the student's right to appeal. The student may bring a representative to the Judicial Council. The representative may advise the student, but may not speak during the hearing.

5. All individuals appearing at the hearing will be asked to sign a statement attesting to the truth of their statement made before the Council.
6. The charges against the student shall be read before the Council in the presence of the student.
7. The student will be asked to plead "guilty or not guilty" to the charges.
8. The evidence against the student shall be presented to the Council in the presence of the student.
9. The student shall be allowed to present his/her evidence and the witnesses on his/her behalf.
10. The decision of the Council shall be transmitted to the student in writing.
11. The decision of the Council may be appealed to the President of Copiah-Lincoln Community College.

SEXUAL HARASSMENT POLICY

I. Introduction

Copiah-Lincoln Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity.

This Sexual and Harassment Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other College policies.

It is the policy of the College to provide educational, preventative, and training programs regarding sexual harassment; to encourage reporting of incidents; to prevent incidents of sexual harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the College.

II. Definition of Sexual Harassment

The term "sexual harassment" as used in this policy refers to conduct on the basis of sex that falls within one or more of the following categories:

1. Quid Pro Quo Harassment occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College upon an individual's participation in unwelcome sexual conduct.

2. Hostile Environment Harassment occurs when conduct on the basis of sex is sufficiently severe, pervasive, and objectively offensive, as determined by a reasonable person, that it effectively denies a person equal access to the College's programs or activities.

3. Sexual Violence refers to sexual assault, dating violence, domestic violence, or stalking. For purposes of this policy, these terms are defined as follows:

- a. Sexual assault refers to any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This includes rape, sodomy, sexual assault with an object, nonconsensual fondling, incest, and statutory rape, as these terms are defined by the FBI Uniform Crime Reporting System.

Sexual conduct is considered to be against a person's will where that person has not given consent as defined by this policy. Sexual conduct is considered forcible where it occurs by means of physical force or coercion as defined by this policy.

- b. Domestic violence refers to any felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under applicable domestic

violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws.

c. Dating violence refers to physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

d. Stalking refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking violates this policy when it is undertaken, at least in part, for a sexual purpose.

Sexual harassment violates this policy where it occurs at any campus or facility operated by the College, or in connection with any program or activity of the College.

The procedures described herein apply only to conduct that meets the above definition. Nothing in this policy restricts the ability of the College to take disciplinary or other corrective action in response to any conduct of a sexual nature that violates any other College policy or rule.

III. Definition of Consent

Consent refers to words or actions that clearly show an active, knowing, and voluntary agreement to engage in a particular sexual activity. Consent is determined objectively. This means that an individual is deemed to have given consent when a reasonable person, under the particular circumstances of the encounter, would understand the individual's words and/or actions as indicating the required agreement.

Consent may be withdrawn at any time by words and/or actions that clearly show the individual no longer wishes to participate. Silence and/or the absence of resistance by themselves are not consent. Consent to engage in sexual activity in the past by itself is not consent to future sexual activity. Consent to engage in sexual activity with one person is not consent to engage in sexual activity with another person.

1. Physical force or coercion: There is no consent when a person submits to sexual activity due to physical force or the threat of physical force. Likewise, there is no consent when a person intentionally uses coercion to cause another person to agree to sexual activity.

Physical force refers to physical contact with any person, by means of one's own body or an object, for the purpose of causing bodily harm or injury, or of forcibly constraining movement. Coercion is threatening an adverse consequence that is sufficiently severe as to prevent a reasonable person from exercising free will in the decision whether to consent. Examples of coercion may include but are not limited to threatening self-harm if a person does not agree to sexual activity, threatening to "out" another person's sexual orientation, or threatening an adverse employment action. Coercion is not merely words of persuasion one might reasonably use to seek voluntary consent to sexual activity.

2. Incapacity or impairment: There is no consent if a person is mentally or physically incapacitated or impaired such that he or she cannot understand the fact, nature, or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption if it prevents the person from having such an understanding, as well as being asleep or unconscious. It also includes instances in which a person lacks the required understanding due to medical conditions, or cognitive or other disabilities.

In some instances, a person may give what appears to be consent, despite being incapacitated. For example, a person may speak despite having "blacked out." In such cases, the objective standard for consent applies, meaning that a policy violation occurs unless a reasonable individual under the particular circumstances would have believed that the incapacitated person's actions signaled active, knowing, and voluntary agreement to sexual activity. Even if this objective standard is satisfied, if the other individual was actually aware of the person's incapacity, there is no consent.

3. Age: There is no consent for purposes of this policy where a person is too young to give effective consent under applicable law. Under Mississippi law, persons under fourteen cannot give effective consent to sexual activity with any older person, where the age difference is greater than twenty-four months. Persons between the ages of fourteen and sixteen cannot give consent to sexual activity with any older person where the age difference is greater than thirty-six months.

IV. Reporting Sexual Harassment

The College strongly encourages anyone who has experienced or witnessed sexual harassment to report the incident through the procedures in this policy. Properly reporting the incident allows the College to take steps to ensure the safety of the complainant and others and to provide support services. Any person may submit a report against any other person for sexual misconduct on a Co-Lin campus, in connection with any Co-Lin program or activity, and/or involving a member of the College community.

1. Emergency Assistance

If you are in immediate physical danger or need emergency medical care, CALL 911.

Your safety is the first priority. The options for assistance listed below can provide a quick response, but they cannot provide the immediate physical presence necessary to assist you if you are in danger. If you believe you are in immediate physical danger or if you need immediate medical assistance, call 911. Police and/or an ambulance will be dispatched to assist you as necessary. College officials, if not alerted by your 911 call, can be alerted once you are safe.

2. Reporting to the College

Whom should I contact?

The College's Title IX Coordinator is responsible for overseeing compliance with Title IX and other laws that address sexual harassment. The Coordinator oversees investigations and disciplinary procedures in cases of sexual misconduct, as well supportive measures and assistance for those who report such misconduct. The simplest and most direct route to submit a formal report to the College is to contact the Title IX Coordinator, Tiffany Perryman, who may be contacted by phone at (601) 643-8411 or email at tiffany.perryman@colin.edu.

As discussed below, to be considered, all written requests to the Title IX Coordinator must be submitted via email to the address listed in this policy.

If a person does not wish to report directly to the Title IX Coordinator, he or she is encouraged to contact one of the following officials, who also can provide assistance:

Dean of Student Services (Wesson Campus)	(601) 643-8318
Vice-President of the Wesson Campus	(601) 643-8310
Vice-President of the Natchez Campus	(601) 442-1211
Vice-President of the Simpson County Center	(601) 849-0112

3. Mandatory Reporting

All college employees are considered Mandatory Reporters for purposes of this policy unless specifically exempted herein, or specifically exempted via the procedure outlined below.

Mandatory Reporters are required to notify the Title IX Coordinator when they learn of sexual harassment against any student, employee, applicant for admission or employment, or guest or visitor on campus.

- Reporting should be prompt. A Mandatory Reporter should report an incident of sexual harassment to the Title IX Coordinator as soon as is practical under the circumstances.

- Reporting is not discretionary. The obligation to report sexual harassment is not discretionary. A Mandatory Reporter may not, for example, decide not to report alleged harassment because he or she believes it is not sufficiently serious, or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate College officials to make.

- Independent investigations are prohibited. College employees, departments, organizations, and other units must not undertake their own independent investigations of sexual harassment in lieu of the procedures herein, or undertake any response that in the judgement of the Title IX Coordinator interferes with or conflicts with the response under this policy.

- Tell the reporting person what will happen next. A Mandatory Reporter should tell the person informing them of sexual harassment (1) that he or she will be informing the Title IX Coordinator of the incident; (2) why he or she is sharing this information—i.e., his or her obligation to inform those on campus in a position to respond; and (3) that the College will contact the person to provide additional information and support.

- Do not share the information with others. Once you have informed the Title IX Coordinator, your reporting duties are complete. You may not share the information with anyone else. If your supervisor or someone you report to expects to be notified of such reports, you may inform them that you have relayed a complaint to the Title IX Coordinator, and that they may contact the Coordinator directly with questions or concerns.

4. Reporting to Law Enforcement Agencies

The reporting procedures in this policy are not intended as a substitute for reporting sexual misconduct to law enforcement agencies. Sexual misconduct may involve violations of the law. Members of the College community always retain the right to report sexual misconduct to the police. However, reporting to law enforcement is never required under this policy.

In an emergency, Copiah-Lincoln Community College Campus Police and local police departments can be reached by calling 911. Non-emergency contact information for these agencies is as follows:

Wesson Campus

Copiah-Lincoln CC Wesson Campus Police 601-754-8351

Wesson Police Department 601-643-2211

Copiah County Sheriff's Department 601-892-2023

Natchez Campus

Copiah Lincoln CC Natchez Campus Police 601-597-0330

Natchez Police Department 601-445-5565

Adams County Sheriff's Department 601-442-2752

Simpson County Center

Copiah-Lincoln CC Simpson Center Police 601-849-0145

Mendenhall Police Department 601-847-2641

Simpson County Sheriff's Department 601-849-2921

Reporting to the Campus Police will result in an initial notification to the Title IX Coordinator, as outlined below. Reporting to other law enforcement agencies will not trigger such notification unless and until that agency elects to share the information with College officials or until you make a report as outlined in this policy.

Making a report under this policy is independent of any criminal investigation or proceedings. Thus, you may report to the College, a law enforcement agency, or both. The College, in its discretion, may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or disciplinary proceedings. The College may take interim measures, if necessary, for the safety and security of the College community.

Individuals who bring reports of sexual misconduct to the College will be informed of their options for reporting to law enforcement agencies. If requested, the College will take reasonable steps to assist the individual in reporting to law enforcement.

V. Investigation and Adjudication

All investigations, hearings, and disciplinary proceedings concerning alleged sexual misconduct will be conducted in a prompt, fair, and impartial manner under the procedures outlined herein by individuals who have received appropriate training.

The Title IX Coordinator will oversee the investigation and adjudication process. All written requests to the Coordinator described herein must be submitted to the email address listed above in order to be considered.

1. Initial Notification

The College's duty to respond begins when the Title IX Coordinator is notified of alleged sexual misconduct. Upon receiving such notification, the Title IX Coordinator will promptly contact the alleged victim, who is referred to herein as the "complainant." A person who has been reported to be the perpetrator of conduct that could constitute sexual misconduct is referred to as the "respondent." After a formal complaint has been submitted, the complainant(s) and respondent(s) in a particular matter are referred to as the "parties."

Upon initial notification, the Coordinator will inform the complainant of the availability of supportive measures as described below, the ability to report to law enforcement, and the procedure for filing a formal complaint of sexual misconduct.

2. Supportive Measures

Supportive measures are non-disciplinary services offered by the College as it deems appropriate to the complainant or respondent in order to restore or preserve equal access to the College's programs, activities, services, or benefits.

The Title IX Coordinator will inform the complainant—and where a formal complaint has been filed, the respondent—of the availability of supportive measures, and will coordinate their implementation along with other College personnel as needed. If a party wishes to request specific supportive measures, it is his or her responsibility communicate that request to the Title IX

Coordinator.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, providing an escort or other security, mutual orders mandating no contact between individuals, changes in housing or work locations, leaves of absence, monitoring of certain areas, or other similar measures.

Supportive measures are available whether or not a complainant elects to file a formal complaint, and may be implemented or maintained without regard to the outcome of a complaint. They are non-punitive in nature and must not unreasonably burden the other party. The College will endeavor to keep information concerning supportive measures as private as is reasonably possible, but may determine it is necessary to share this information with certain individuals in order to effectively implement needed assistance.

3. Formal Complaint

A formal complaint is required before the College will initiate an investigation of sexual misconduct. A formal complaint is a document, which must be signed by or otherwise reflect the authorization of the complainant, that alleges sexual misconduct against a person and requests that the College investigate the matter. It may be submitted in person or via electronic means.

If a complainant does not submit a formal complaint, the Title IX Coordinator may determine that the matter nonetheless warrants investigation under this policy. In such cases, the Title IX Coordinator will initiate and sign the formal complaint. In such cases, the alleged victim—not the Coordinator—is still considered the complainant, and will continue to receive any notifications required hereunder.

Alternatively, the Coordinator may determine that the matter warrants investigation under another College policy, and may refer the matter to appropriate personnel.

Where the College has received multiple complaints of sexual misconduct that allegedly involve one or more of the same parties and/or arise out of the same facts or circumstances, the Title IX Coordinator shall have discretion to consolidate these complaints for purposes of proceedings under this policy. Where consolidation occurs, the parties will be notified in writing.

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged sexual harassment because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, the College's ability to complete its processes may be limited with respect to Respondents who are no longer attending or are no longer employed by the College.

4. Written Notification of Parties

Upon receipt of a formal complaint, the College will provide written notice to the accused party and the complainant. This notice will include a description of the allegations potentially constituting sexual misconduct, including the parties involved, the date, and the location, if these details are known. The written notice will inform the parties of the following:

- Respondents are presumed not responsible until proven otherwise, and a determination regarding responsibility is made at the conclusion of the investigation and adjudication process.
- Parties may have an advisor of their choice who may be, but is not required to be, an attorney. Where a party selects his or her own advisor, the party will bear any associated cost. Alternatively, if a party does not have an advisor, the College will provide one of its choosing at no charge upon written request.

- Parties will have an equal opportunity to inspect and review evidence.
- Supportive measures are available and may be requested by contacting the Title IX Coordinator.

- It is a violation of College policies to knowingly or recklessly make false statements or submit false information in connection with the investigation or adjudication process, and such conduct is subject to disciplinary action.

If in the course of an investigation, the College decides to investigate any separate and distinct allegation of sexual misconduct not included in the initial notice, it will provide written notice of the additional allegation(s) to the parties.

5. Emergency Removal

In rare cases where the College has reason to believe a party to a sexual misconduct investigation poses an immediate threat to the physical health or safety of another individual, the College may

remove that party from campus, or from any program, activity, or facility, on an emergency basis.

Removal of a student will occur only where the appropriate officer of the College determines that the student poses an immediate threat to the physical health or safety of another person following an individualized safety and risk analysis. Where a student is removed by these means, he or she will receive notice and an opportunity to challenge the decision as promptly as is reasonably possible.

Nothing in this policy restricts the ability of the College to place an employee on leave pending the outcome of an investigation of sexual misconduct or other issues.

6. Investigation

The Title IX Coordinator or their designee will investigate the allegations raised in a formal complaint. The Coordinator will make reasonably good faith efforts to obtain relevant evidence, both potentially inculpatory and exculpatory.

Notification of Parties

Prior to any interview, meeting, or hearing with the complainant or respondent, the College will provide written notice of the date, time, location, participants, and purpose at least 24 hours in advance.

Role of Investigators

The Title IX Coordinator will select an appropriate person or persons to conduct the investigation. In exceptional cases, an external investigator may be used. In all cases, the investigator will have received proper training on issues relating sexual misconduct, College policies, relevant laws and regulations, proper investigation procedures and techniques, impartiality and avoiding conflicts of interest, and other relevant issues. The investigator may regularly consult with the Title IX Coordinator on the progress of the investigation and potential issues that require additional follow-up.

Role of Advisors

The parties may be accompanied to any interview, meeting, or hearing by the advisor of their choosing, who may be but is not required to be an attorney. While the College will make reasonable efforts to address procedural or other questions raised by advisors, the parties are expected to speak for themselves with respect to the substantive allegations. It shall be the responsibility of the party, not the College, to inform any advisor and secure their attendance at any such interview, meeting, or hearing.

Where a party does not have an advisor for the investigation stage of the process, the College will provide one at no charge upon written request to the Title IX Coordinator. It is the responsibility of the party to submit this request as early as possible. Except where appointed by the College under this policy, no College employee may serve as an advisor in any proceeding under this policy. For more information about advisors at live hearings, please see below.

Inspection of Evidence

The College will provide all parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is related to the allegations. This normally will occur via the investigative report process outlined herein. If a party wishes to review evidence prior to the dissemination of the report, or at any other point, he or she should make that request in writing to the Title IX Coordinator.

Confidential Materials

The College will not access, consider, disclose, or otherwise use in connection with an investigation a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

Conflicts of Interest

If a party believes that an investigator, advisor, or other personnel involved in the investigation process has a conflict of interest or bias that would prevent him or her from serving fairly and impartially, he or she should promptly inform the Title IX Coordinator. If a party believes the Title IX Coordinator has such a conflict or bias, he or she should inform the Executive Vice President. The appropriate official will review the matter and take remedial action where appropriate, which may include assigning alternate personnel.

Acceptance of Responsibility

A respondent is presumed not responsible until proven otherwise by sufficient evidence.

However, if a respondent wishes to accept responsibility for some or all of the allegations against them, he or she may do so at any point prior to the conclusion of the live hearing.

Where a respondent wishes to accept responsibility prior to a live hearing, he or she should communicate that fact to the Title IX Coordinator in writing. The Coordinator will inform all parties of the acceptance of responsibility and will issue a proposed set of sanctions and/or remedies.

If all parties agree in writing to waive a live hearing on the matter and accept the proposed sanctions and/or remedies, the matter will be concluded and not subject to appeal. If all parties do not agree, the Coordinator will schedule a hearing before the adjudicator to determine the appropriate sanction and/or response, and to decide any remaining allegations or other issues.

Where a respondent wishes to accept responsibility after a live hearing has commenced, it is his or her responsibility to clearly state as much to the adjudicator. An adjudicator may consider a party's acceptance of responsibility as one factor in determining the appropriate sanctions and/or responses.

7. Investigative Report

At the conclusion of the investigation, the Title IX Coordinator will prepare an investigative report summarizing relevant policy provisions and potentially relevant evidence, including potential witness testimony and potential exhibits to be introduced at a hearing.

Scope of Recommendations

The report may make recommendations as to what testimony, exhibits, or other evidence are or are not relevant to a determination regarding responsibility, but the final authority for such determinations will rest with the adjudicator. The report will not take any position or make any recommendation as to the ultimate question of responsibility or non-responsibility.

Distribution of Preliminary Report

Not less than twenty-one calendar days prior to a hearing, the Title IX Coordinator will provide a preliminary copy of the investigative report to each party and their respective advisors, along with a copy of any relevant documents or exhibits. The parties will have ten calendar days to submit a written response noting any objections, proposed corrections, or proposed additions.

Final Report

The Coordinator will consider any written responses from the parties in preparing a final version of the investigative report, which will be provided to the parties, their advisors, and the adjudicator at least five calendar days prior to the hearing.

8. Dismissal and Referral Under Other Policies

Allegations of sexual misconduct will be investigated initially under the procedures outlined in this policy. In some cases, the evidence uncovered may indicate that dismissal of a complaint or allegation under this policy is appropriate. Where dismissal occurs, nothing in this policy prevents a matter from being referred for investigation, disciplinary action, or other remedial steps under any other College policy.

Mandatory Dismissal

If at any point prior to a determination on responsibility the Title IX Coordinator determines that a complaint or allegation, if proven, (i) would not meet the definition of sexual harassment set forth herein, (ii) did not occur on a Co-Lin campus or otherwise in connection with a College program or activity; (iii) did not occur against a student, employee, or other person who at the time of the filing of the formal complaint was participating in or attempting to participate in a College program or activity; or (iv) did not occur against a person in the United States, the Title IX Coordinator will dismiss the complaint or allegation.

Mandatory dismissal means that no further investigation or adjudication proceedings will occur under this policy. Where a complaint or allegation is dismissed on this basis, and the dismissal is not reversed via appeal, this precludes any formal discipline or sanction under this policy for the covered conduct, unless additional information is subsequently revealed that the Title IX Coordinator determines could not have been reasonably known by the relevant party and would materially alter the nature or severity of the allegations.

Discretionary Dismissal

Where the Title IX Coordinator determines that specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to a complaint or allegation, the Coordinator may at his or her discretion dismiss the complaint or allegation. Discretionary dismissal does not preclude the filing of a future complaint on the same subject matter, which may be investigated

where the Title IX Coordinator determines that specific circumstances preventing investigation have changed.

Voluntary Dismissal

If at any time prior to a determination on responsibility a complainant notifies the Title IX Coordinator in writing of his or her desire to withdraw the formal complaint or any allegation therein, the Coordinator may at his or her discretion dismiss the complaint or allegation.

The College will give careful consideration to a complainant's request to dismiss a formal complaint, but may determine that dismissal is inappropriate if it would impair the College's ability to ensure a safe and non-discriminatory environment. Factors considered in making this determination include, but are not limited to:

- The risk of the accused committing other acts of sexual misconduct, such as where other complaints have been made against the same person.
- The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group.
- The use of physical violence and/or weapons.
- The involvement of multiple alleged perpetrators.
- Allegations of threats or retaliation by the accused against the complainant or others.
- The reporting party's age.
- The parties' rights and/or the College's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

Referral Under Other Policies

Where the Title IX Coordinator determines that the dismissal under this policy is appropriate, he or she will determine whether the matter should be referred for further proceedings under any other College policy. Where the Coordinator determines that such proceedings may be warranted, the matter will be referred to the appropriate College personnel.

Notification of Dismissal

Where the Coordinator determines that dismissal under this section is warranted, he or she will promptly notify the parties in writing of the dismissal, the grounds for the decision, and the availability of and procedure for appeal.

Appeal of Dismissal

Where a party feels that a decision to dismiss has been made in error, he or she may appeal the dismissal under the procedures set forth in this policy.

9. Hearings

The determination of responsibility or non-responsibility for Title IX Sexual Harassment and other sexual misconduct matters will be made via a live hearing process.

Standard of Proof

The standard of proof for adjudicating any sexual misconduct charge is a preponderance of the evidence standard. In other words, the evidence must show that it is more likely than not that the alleged sexual misconduct occurred. Unless and until sufficient evidence is presented, the respondent is presumed not responsible.

Adjudicators

The determination of responsibility or non-responsibility is made by the adjudicator, which may be an individual or a panel of individuals selected by the College. The adjudicator will have received appropriate training on College policies, procedures for fair and impartial decision-making, pertinent laws and regulations, and other relevant issues. An adjudicator shall not have served as an investigator, coordinator, advisor, or informal resolution facilitator in the matter.

Prior to the hearing, the parties will be notified of the identity of the adjudicator. If any party has reason to believe that an adjudicator has a conflict of interest or bias that would prevent him or her from deciding the matter fairly and impartially, he or she should communicate that belief to the Title IX Coordinator as early as possible, and in all events at least five days prior to any hearing.

In addition to the adjudicator, the Title IX Coordinator may be present at the hearing to advise as needed on matters of policy or procedure. The Coordinator may not serve as an adjudicator or make recommendations as to the ultimate finding of responsibility or non-responsibility.

Presentation of Evidence

All parties will be permitted to present relevant testimony and other evidence at the hearing. Each party's advisor will be permitted to ask any party or witness relevant questions and follow up

questions. Parties may not directly question other parties or witnesses.

Before a party or witness answers a question, the adjudicator must determine whether the question is relevant, and signal to the party or witness that he or she should answer. Where the adjudicator determines that a question is not relevant, he or she should state briefly the basis for that determination.

Witnesses may be called by any party or by the adjudicator. The adjudicator shall have discretion to structure the order in which witness testimony and other evidence are presented, provided that all parties are afforded equal opportunity to present relevant evidence and question all witnesses.

Relevance of Evidence

Testimony and other evidence are relevant where the adjudicator determines that they pertain to the allegations under review and are reasonably likely to make some material fact more or less probable. Questions are relevant where the adjudicator determines that they are reasonably likely to elicit a response that meets the definition of relevant testimony.

Questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless offered to prove that someone other than the respondent committed the alleged conduct, or such questions or evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Testimony

All parties and witnesses are expected to be present and to provide truthful and accurate testimony at any hearing under this policy. It is a violation of this policy to knowingly or recklessly make false statements or submit false information in connection with the investigation or adjudication process, and such conduct is subject to disciplinary action by the College.

A party or witness's failure to testify or submit to cross-examination means that no statement by that party or witness may be considered in reaching a determination of responsibility. The adjudicator may not base a determination of responsibility or non-responsibility solely on the fact that a party or witness refuses to testify or answer cross-examination questions, but may consider such refusal as one factor and/or consider the absence of sufficient evidence due to other statements being excluded from consideration.

Hearing Advisors

Each party may be accompanied to any interview, meeting, or hearing by the advisor of their choosing, who may be but is not required to be an attorney. While the College will make reasonable efforts to address procedural or other questions raised by advisors, the parties are expected to speak for themselves with respect to the substantive allegations. Because cross-examination questions at a live hearing may be asked only by an advisor, and not by the parties themselves, it is strongly recommended that each party secure the participation of an advisor at the hearing stage.

As noted above, where, if a party does not have an advisor, the College will appoint one at no cost upon written request. It is the responsibility of the party to submit a request for a hearing advisor as early as possible. If the request is submitted less than ten calendar days prior to a scheduled hearing date, the College cannot guarantee the availability of an advisor at the hearing. In all cases, it remains the responsibility of the party to inform the advisor and secure their attendance at any hearing or other meeting.

Remote Hearings

Hearings normally will occur in-person with the parties, advisors, and adjudicator in the same location. However, upon timely written request, the College will permit any party to participate remotely by means of videoconferencing or similar technology. In such cases, the arrangement of the videoconference must be such that all parties and the adjudicator can see and hear any party or witness while that party or witness is testifying.

Recording of Hearings

Hearings under this policy shall be recorded via audio or audiovisual means and maintained as part of the file. The recording shall be made available to the parties for inspection and review upon request. Unauthorized copying or recording of hearing proceedings is prohibited.

10. Determination as to Responsibility

Upon conclusion of the hearing, the adjudicator shall issue a written determination regarding responsibility or non-responsibility for the charges. This determination will include:

- A statement of the allegations considered.
- A description of the procedural steps taken from the receipt of the formal complaint

through the determination on responsibility, including a description of the notifications to the parties, interviews and other methods of evidence gathering, and hearings.

- Findings of relevant fact.
- Conclusions applying relevant College policies to the facts.
- A statement of the result for each separate allegation, including any sanctions or other remedies, and the rationale for the same.
- A statement of the grounds and procedures for appeal.

The adjudicator will transmit this determination to the Title IX Coordinator, who will provide a copy to all parties simultaneously. The Title IX Coordinator also may communicate all or part of the determination to any College personnel deemed necessary to carry out any sanction or remedy, or to ensure the safety of the community.

11. Appeals

Any party may appeal from the final determination on responsibility or from the dismissal of any complaint or specific allegation under this policy.

Grounds for Appeal

Permissible grounds for appeal are: (1) a procedural error that likely affected the outcome of the matter; (2) new evidence that was not reasonably available at the time of the determination or dismissal that likely would affect the outcome of the matter; or (3) evidence of an impermissible conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent specifically, on the part of the Title IX Coordinator, investigator, or adjudicator.

Appellate Procedure

Either party may appeal by submitting a written notice to the Title IX Coordinator within seven calendar days of issuance of the written determination on responsibility or the notice of dismissal. Upon receipt of a notice of appeal, the Coordinator will notify all parties in writing that an appeal has been filed.

The Coordinator will invite parties to submit written statements of their positions on appeal. The Coordinator shall have discretion to determine the order and length of statements and other procedural matters, provided that all affected parties will have equal opportunity to submit relevant information.

Appellate Adjudicators

The appellate adjudicator will have received appropriate training on College policies, procedures for fair and impartial decision-making, and relevant laws and regulations. Appellate adjudicators will not have participated in the hearing or other pre-appeal proceedings in any matter before them.

Appellate Decision

The appellate adjudicator will decide the appeal based on the hearing record, the parties' written statements on appeal, and applicable College policies. He or she may consult the Title IX Coordinator concerning policy or procedural matters or other College personnel as appropriate, but should not confer with parties, witnesses, investigators, or the hearing adjudicator.

The appellate adjudicator may (1) affirm the decision, sanction, or remedy in full or in part; (2) reverse any ruling and remand the matter for further proceedings; and/or (3) in cases where an appellate ruling leaves no material questions of fact, render a final decision as to responsibility, sanctions, or remedies.

The adjudicator will issue a written decision explaining the outcome of the appeal and the rationale. That decision will be transmitted to the Title IX Coordinator, who will provide a copy to all parties simultaneously. The decision of the appellate adjudicator is final and not subject to further appeal.

12. Timeframe

Absent extenuating circumstances, the College will strive to conduct a full investigation of a complaint of sexual misconduct and adjudicate the complaint within ninety calendar days of the filing of the formal complaint.

VI. Informal Resolution

In some instances, the parties may prefer to address sexual misconduct through informal means, such as mediation. Where appropriate, the College will make reasonable efforts to facilitate this process.

1. Requesting Informal Resolution

Parties interested in informal resolution should communicate that request to the Title IX Coordinator. A request for mediation or other informal resolution may be made in writing by either party at any point after a formal complaint is filed and prior to a determination on responsibility.

2. Determination of Appropriateness

If a party requests informal resolution and the Title IX Coordinator determines it is potentially appropriate, the Coordinator will provide all parties with written notice of the request, including a description of the allegations covered, an explanation that informal resolution is strictly voluntary and must be agreed to by all relevant parties, and an explanation of the relevant provisions of this section. Informal resolution will not proceed unless all relevant parties indicate their agreement in writing after receiving this notice.

Informal resolution is not permitted where there is an allegation that a College employee engaged in sexual misconduct toward a student. The Coordinator shall retain discretion to deny any request for informal resolution or to terminate such proceedings at any point if he or she determines that they are no longer appropriate.

3. Informal Resolution Process

The nature of an informal resolution process will vary depending on the circumstances and wishes of the parties. The process is strictly voluntary. No one, whether complainant, respondent, or third party, will be compelled to participate in any portion.

Informal resolution efforts always will be supervised by a properly- trained College employee. The Title IX Coordinator will oversee the informal resolution process, and will be informed of the outcome, but neither the Title IX Coordinator nor any investigator or adjudicator involved in the matter will be present at any informal resolution meeting.

4. Record Keeping

To facilitate candid exchange of information, statements made by participants in any informal resolution process are confidential and not admissible in any hearing or other disciplinary proceeding under this policy. The College will maintain records of the outcome of informal resolution proceedings, but will not maintain records of the specific contents of any such proceeding or statements made therein.

5. Effects of Informal Resolution

Once an informal resolution process has begun, any party is free to withdraw at any time prior to the conclusion of the process, and should communicate that request to the Title IX Coordinator. The process concludes when the Title IX Coordinator issues a written notice to the parties that a resolution has been reached, or alternatively that no resolution can be reached. Where no resolution can be reached or where any necessary party withdraws, the College will resume the formal complaint process.

Where a resolution is reached and agreed to in writing by the parties, this will preclude any formal discipline or sanction under this policy for the covered conduct, unless additional information is subsequently revealed that the Title IX Coordinator determines could not have been reasonably known by the relevant party and would materially alter the nature or severity of the allegations.

VII. Possible Sanctions

Sanctions for violations of this policy must be determined based on the facts of each individual case. The following possible sanctions are applicable to all College students and employees when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought. A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Sanctions are distinct from non-punitive measures, such as orders barring contact or changes in housing or work assignments.

1. Sanctions for Students

Sanctions for student respondents may include but are not limited to:

- Warning, oral or written
- Reprimand in writing
- Probation
- Loss of campus housing
- Suspension
- Expulsion

2. Sanctions for Employees

Sanctions for employee respondents may include but are not limited to:

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Suspension without pay
- Dismissal

VIII. Resources and Information

Individuals seeking information or advice can expect to learn about resources available at the College and elsewhere that provide counseling and support. Individuals will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. Individuals also have the right to file a criminal complaint.

IX. Intentionally False Reporting

While the College recognizes the rarity of intentionally false reports of sexual harassment, submitting a deliberately false report or providing false information in bad faith is prohibited under this policy and is grounds for disciplinary action. A report is made in bad faith when the person making it actually knew it was false or made it with reckless disregard for the truth. A report is not made in bad faith merely because an adjudicator finds an accused party not responsible.

Where a false report or statement has been made in bad faith, disciplinary action by the College against the person making it is not retaliation within the meaning of this policy. This exception applies solely to official disciplinary action by the College. It does not authorize retaliation of any kind by any individuals, department, or organization, even where bad faith is found.

X. Prohibition on Retaliation

Retaliation against individuals for reporting sexual misconduct, or for participating in any capacity in proceedings under this policy, is strictly prohibited. Retaliation should be reported immediately to the Title IX Coordinator, and is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint.

For purposes of this policy, retaliation includes any intimidation, coercion, discrimination, threat, or other action against any individual that would deter a reasonable person from reporting, testifying, assisting, or cooperating with an investigation or proceeding. Constitutionally protected speech, without more, does not constitute retaliation under this policy. Sanctions imposed for making a deliberately false report or providing false information in bad faith in the course of an investigation or hearing do not constitute retaliation.

XI. Confidentiality

The College recognizes the right of parties to a Title IX proceeding to discuss the matter in good faith with individuals they believe may be able to provide pertinent information. However, the parties may not seek to intimidate, harass, or coerce any person into altering their testimony or presenting inaccurate information. Likewise, parties may not engage in any form of harassment or retaliation against any party, witness, or administrator involved in the Title IX process.

XII. Coordination with Law Enforcement Authorities

In the event that a formal complaint addresses behavior or actions that are under review by law-enforcement authorities, the Title IX Coordinator, in light of information from law-enforcement authorities may assess and/or postpone any portion of the investigation under the policy so that it does not compromise the criminal investigation. However, the College is under no obligation to await the conclusion of a law enforcement investigation and may proceed under this policy while such an investigation is pending.

XIII. Training

It is the College's policy to provide training to all personnel involved in the procedures described herein with sufficient training on pertinent laws, regulations, rules, techniques for effective and fair investigation and/or adjudication, techniques for avoiding bias, and other relevant issues as appropriate.

It is the College's policy to provide students and employees with training and education on the provisions of this policy and their duties under it. This includes but is not limited to a clear statement of the College's prohibition on sexual harassment, information on the definition of consent, and information on how to seek help if sexual harassment occurs.

XIV. Coordination with Other Policies

Where alleged conduct is subject to sanction both under this policy and another College policy or rule, the procedural requirements of this policy will apply. Where there is any procedural or other difference between the requirements of this policy and another applicable College policy, this policy will control. Nothing in this policy prevents imposition of any sanction or remedy for conduct of a

sexual or discriminatory nature that does not meet the definition of sexual harassment herein. Nothing in this policy prevents the imposition of non-punitive measures to ensure the safety or productivity of any College employee or student.

CHARTERING A NEW ORGANIZATION

To charter a new organization or club on the campus of Copiah-Lincoln Community College, the following procedure must be followed:

1. The students interested in forming the organization should select a faculty advisor. The faculty advisor must be a full-time faculty member or administrative officer of Copiah-Lincoln Community College. Sponsors will allow students optimum freedom and responsibilities in planning and executing their activities, but the sponsor is expected to hold student leaders responsible for maintaining high standards of conduct in all activities. The sponsor also must attend all meetings and activities of the group and act as a liaison between the students, college administration and the business office.
2. Students interested in forming a new club, organization or activity should first conduct an organizational meeting to determine the interest among students. A strong interest will enable the Dean/Vice President to make a better decision. Generally, a turnout of at least 10 students may be sufficient for approval.
3. Secure an application for a charter from the office of the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus, or Vice President of the Simpson County Center.
4. Give all information required on the application and return it to the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus, or Vice President of the Simpson County Center.
5. The application will be reviewed by the Student Government Association (SGA). The SGA will recommend that the charter be issued or denied.
6. The application for the charter together with the recommendation of the SGA will be forwarded to the Vice President of the campus.
7. The Vice President will either approve or disapprove the application. Upon his/her approval, a charter will be issued to the organization.

Copiah-Lincoln encourages student participation in decision making through various organizations and committees. These groups are the Student Government Association, President's Cabinet, Council of Presidents, Dormitory Council, Budget Committee, and Food Service Committee.

STUDENT ORGANIZATIONS NATCHEZ CAMPUS

Christian Student Ministries

Sponsor: Vonnie White (vonnie.white@colin.edu)

Christian Student Ministries, Natchez campus, is open to all students regardless of faith or denomination.

College DECA

Sponsors: Melinda Laird (melinda.laird@colin.edu)

Students in the Business and Marketing Management Technology program, Culinary Arts Technology program or the Hospitality and Tourism Management Technology program are encouraged to become members of the local DECA chapter.

Co-Lin Art Club

Sponsor: Shounda Ferguson (shounda.ferguson@colin.edu)

Students interested in sharing art with others.

Future Teacher Club

Sponsor: Lacye Schmidt (lacye.schmidt@colin.edu)

The Copiah-Lincoln Community College Natchez Future Teacher Club is open to any full or part-time students interested in pursuing a career in the education field.

National Technical Honor Society**Sponsors: Vonnie White (vonniewhite@colin.edu)**

The National Technical Honor Society is America's highest award for excellence in career and technical education. Must be eligible to join.

Phi Beta Gamma**Sponsor: Denise Thibodeaux (denise.thibodeaux@colin.edu)**

The purpose of Phi Beta Gamma is to provide a recreational and extra-curricular environment for students in science-related fields and those interested in scientific subject matter.

Phi Beta Lambda**Melinda Laird (melinda.laird@colin.edu)**

Future Business Leaders of America - Phi Beta Lambda, Inc., is a national association of intermediate, high school, vocational, two-year college, college, and university students interested in business or business education careers. Membership is open to any business major.

Phi Theta Kappa: Alpha Alpha Zeta Chapter**Sponsors: Beth Richard (beth.richard@colin.edu)****Cheryl Hunt (cheryl.hunt@colin.edu)****Betty Jo Harris (betty.harris@colin.edu)**

Alpha Alpha Zeta Chapter mission follows that of the international society. "The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students." Membership is by invitation only.

President's Council**Sponsors: Dr. Sandra Barnes (sandra.barnes@colin.edu)****Sharon Turner (sharon.turner@colin.edu)**

The President's Council was established at Co-Lin in 1978. The group consists of club and organization presidents and student leaders who are appointed to the Council.

Relay for Life Team**Advisor: Vonnie White (vonniewhite@colin.edu)****Tiffany Woods (tiffany.woods@colin.edu)**

The Natchez Campus has a very active Relay for Life Team, which hosts a variety of events as fund-raisers for the American Cancer Society. The team is open to all students and staff.

Skills USA**Advisors: Eric Terrell (eric.terrell@colin.edu)**

Skills USA is a national organization serving teachers and high school, vocational, and community college students interested in vocational careers. Membership is open to all vocational students.

Student Government Association**Advisors: Michaela Pollard (michaela.pollard@colin.edu)****Shounda Ferguson (shounda.ferguson@colin.edu)**

The Student Government Association serves as the legislative body for all students (on-line or on-ground). Student Government Association officers are elected to their positions.

Technology, Engineering, Agriculture and Mathematics (T.E.A.M. at Co-Lin)**Sponsor: Dr. Arcola Sullivan (arcola.sullivan@colin.edu)**

Students interested in pursuing advanced degrees in technology, engineering, agriculture or mathematics.

Trailblazers**Sponsors: Sharon Turner (sharon.turner@colin.edu)****Nancy McFarland (nancy.mcfarland@colin.edu)**

Trailblazers are the hospitality/recruiting group who take part in many activities at Co-Lin. Students

become Trailblazers through an application process.

STUDENT ORGANIZATIONS SIMPSON CO. CENTER

Archery Club

Advisor: Elizabeth Wells (elizabeth.wells@colin.edu)

To promote the fellowship of archers and to allow them to improve their skills in friendly competition.

Co-Lin Bible Club

Advisors: Toby Graves (toby.graves@colin.edu)

Kathy Graves (kathy.graves@colin.edu)

The Co-Lin Bible Club is an inter-denominational organization with the purpose of representing the love of Christ on our campus.

Phi Beta Lambda (PBL)

Advisors: Charlotte Luckey (charlotte.luckey@colin.edu)

Lenora Magee (lenora.magee@colin.edu)

Phi Beta Lambda is the collegiate division of the national association, Future Business Leaders of America – Phi Beta Lambda, Inc. (FBLA-PBL). Membership is open to all students interested in pursuing a business or business-related career.

Mu Alpha Theta

Sponsors: Amanda McKenzie (amanda.mckenzie@colin.edu)

Pamela Keith (pamela.keith@colin.edu)

Mu Alpha Theta is the National High School and Two-Year Mathematics Honor Society. Two-year college students who were members of Mu Alpha Theta in high school are immediately eligible for membership. Students are also eligible if they had at least one mathematics course at or above the College Algebra/Precalculus level with a 3.0 math GPA in all two-year college mathematics courses at or above the College Algebra/Precalculus level.

Phi Theta Kappa: Beta Xi Psi Chapter

Advisors: Janie Blakeney (janie.blakeney@colin.edu)

Etienne Oatis (etienne.oatis@colin.edu)

Beta Xi Psi mission follows that of the international society. “The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students.” Membership is by invitation only.

Practical Nurses Student Nursing Organization

Sponsor: Hope Berry (hope.berry@colin.edu)

Mississippi Practical Nursing Nurses Association is an organization dedicated to those students interested in careers as Practical Nurses.

President’s Council

Sponsors: Dr. Anika Floyd (anika.floyd@colin.edu)

Nicole Cheramie (nicole.cheramie@colin.edu)

The President’s Council was established at Co-Lin in 1978. The group consists of club and organization presidents and student leaders who are appointed to the Council.

Student Government Association (SGA)

Advisors: Nicole Cheramie (nicole.cheramie@colin.edu)

Tatiyuana James (tatiyuana.james@colin.edu)

Dr. Allison Duckworth (allison.duckworth@colin.edu)

The Student Government Association serves as the legislative body for all students (on-line or on-ground). Student Government Association officers are elected to their positions.

Trailblazers

Advisors: Dr. Anika Floyd (anika.floyd@colin.edu)

Kimberly Layton (kimberly.layton@colin.edu)

Trailblazers are the hospitality/recruiting group who take part in many activities at Co-Lin. Students become Trailblazers through an application process.

STUDENT ORGANIZATIONS WESSON CAMPUS

Alpha Omega Science Club

Sponsors: Anita Cliburn (anita.cliburn@colin.edu)

Angela Smith (angela.smith@colin.edu)

Dr. Jennifer Price (jennifer.price@colin.edu)

The Alpha Omega Science Club is open to all science students.

And Scene...Drama Club

Sponsor: Dr. Bobby Helms (bobby.helms@colin.edu)

The purpose of this club is to promote the knowledge of theatre and involve the entire Co-Lin community in the immersion and enjoyment of various forms of theatre arts, used both for entertainment and education.

Art Students League

Sponsor: Carisa Mitchell (carisa.mitchell@colin.edu)

The Art Students League is open for membership to anyone with an interest in the visual arts.

Association of Child Development Technology

Sponsors: Amy Lewis (amy.lewis@colin.edu)

The Association of Child Development Technology is a club for Child Development Technology students.

Band, Colettes, Color Guard, & Sojourners

Sponsors: Juanita Proffitt (juanita.proffitt@colin.edu)

Chad Austin (chad.austin@colin.edu)

Cody McElwain (cody.mcelwain@colin.edu)

You must try out to be a part of these groups.

Baptist Student Union

Sponsor: Jedd Moak (jedd.moak@colin.edu)

The Baptist Student Union (BSU) Wesson Campus is a collegiate ministry that is Christ centered, church supported and student lead. The BSU is available to all students.

Child Advocacy Response and Education (CARE)

Sponsor: Keith Stovall (keith.stovall@colin.edu)

This student organization aims to raise awareness of children's advocacy issues and supports Co-Lin students who are interested in careers in child welfare and advocacy.

Choir & Ambassadors

Sponsor: Dr. Bobby Helms (bobby.helms@colin.edu)

The Co-Lin Concert Choir is open to all students who are interested in singing a wide variety of vocal music.

Ambassadors Vocal Ensemble is selected from an audition at the beginning of each semester.

Co-Lin Centurions History Club

Sponsor: Jill Childress (jill.childress@colin.edu)

The purpose of the Centurion History Club organization is to encourage academic study and enjoyment of history for its members. Membership is open.

Co-Lin Student Society for MLT

Sponsors: Paula Yarborough (paula.yarborough@colin.edu)

Copiah-Lincoln Student Society for Medical Technology is an organization dedicated to those students interested in a career in medical technology.

Co-Lin Student Nurses' Organization (CLSNO)

Sponsors: Pam Earls (pam.earls@colin.edu)

Freshman and sophomore ADN (Associate Degree Nursing) students are encouraged to join MOSA (Mississippi Organization for Associate Degree Nursing Students).

College Republicans

Sponsor: Angela Smith (angela.smith@colin.edu)

This club is a student-led organization dedicated to spreading the message of the Republican Party. Anyone interested is welcome to join.

Computer Science Club

Sponsor: Jamie Lambert (jamie.lambert@colin.edu)

This club connects computer science students across classes through projects and tutoring as well as explores potential career paths.

Food Service Committee

Sponsor: Diana Mezzanares (diana.mezzanares@colin.edu)

The Food Service Committee consists of students and cafeteria employees.

Future Teachers of America

Sponsors: Brad Hamilton (brad.hamilton@colin.edu)

Neisha Leggett (neisha.leggett@colin.edu)

The Future Teachers of America is an organization which is open to any full- or part-time students interested in pursuing a career in the education field.

Mu Alpha Theta

Sponsor: Eddie Britt (eddie.britt@colin.edu)

Mu Alpha Theta is the National High School and Two-Year Mathematics Honor Society. Two-year college students who were members of Mu Alpha Theta in high school are immediately eligible for membership. Students are also eligible if they had at least one mathematics course at or above the College Algebra/Precalculus level with a 3.0 math GPA in all two-year college mathematics courses at or above the College Algebra/Precalculus level.

National Technical Honor Society

Sponsors: Dr. Sharolyn Magee (sharolyn.magee@colin.edu)

Sarah Cain (sarah.cain@colin.edu)

The National Technical Honor Society is America's highest award for excellence in career and technical education. Must be eligible to join.

Naturalists' Club

Sponsor: Dr. Rob Channell (rob.channell@colin.edu)

Co-Lin Naturalists' Club is an organization open to all students. The philosophy of the club is to bring awareness of our environment to the college and surrounding communities.

Phi Beta Lambda

Sponsors: Dr. Richard Baker (richard.baker@colin.edu)

Laney Smith (laney.smith@colin.edu)

Phi Beta Lambda is the collegiate division of the national association, Future Business Leaders of America – Phi Beta Lambda, Inc. (FBLA-PBL). Membership is open to all students interested in pursuing a business or business-related career.

Phi Theta Kappa: Eta Omega Chapter**Sponsors: Mary Warren (mary.warren@colin.edu)****Amy Case (amy.case@colin.edu)****Amber Bowman (amber.bowman@colin.edu)****Josh Nelson (josh.nelson@colin.edu)**

Eta Omega's mission follows that of the international society. "The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students." Membership is by invitation only.

Practical Nurses Student Nursing Organization**Sponsor: Mae McDaniel (mae.mcdaniel@colin.edu)**

The Practical Nurses Student Nursing Organization is an organization dedicated to those students interested in careers as Practical Nurses.

Council of Presidents**Sponsors: Jackie Martin (jackie.martin@colin.edu)****Samantha Speeg (samantha.speeg@colin.edu)**

The Council of Presidents was established at Co-Lin in 1978. The group consists of club and organization presidents and student leaders who are appointed to the Council.

Seawolf Underwater Robotics Engineering Team**Sponsors: Carey Williamson (carey.williamson@colin.edu)****Bo Johnson (bo.johnson@colin.edu)****Brian Turnage (brian.turnage@colin.edu)**

The Co-Lin underwater robotics team is open to all students. This program strives to integrate students from the academic and career technical schools at Co-Lin by designing an underwater robot for International competition. Student gain skills in machining, CAD, electronics, engineering and marketing, with many being hired by regional robotics and engineering firms.

Sigma Kappa Delta**Sponsor: Penny Hartley (priscilla.hartley@colin.edu)**

Sigma Kappa Delta is a national English honor society for two-year colleges. Copiah-Lincoln's Delta Alpha chapter extends membership to outstanding students of the English language and literature nominated by their Humanities instructors who meet both national and local criteria.

Skills USA**Sponsor: Bo Johnson (bo.johnson@colin.edu)**

Skills USA is a national association of high school, vocational, and community college students interested in vocational careers. Membership is open to all vocational students.

Student Government Association**Sponsors: Rosalynn Breakfield (rosalynn.breakfield@colin.edu)**

The Student Government Association serves as the legislative body for all students (on-line or on-ground). Student Government Association officers are elected to their positions.

Student Society of Radiologic Technology (S.S.R.T.)**Sponsors: Julie Gaudin (julie.gaudin@colin.edu)****Kelly Fenwick (kelly.fenwick@colin.edu)****Ramona Thomas (ramona.thomas@colin.edu)**

The Student Society of Radiologic Technologists (S.S.R.T.) is an affiliate of the Mississippi Society of Radiologic Technologists (M.S.R.T.).

Student Veterans Association**Sponsor: Dr. Tim Lea (tim.lea@colin.edu)**

The CLCC Student Veterans Association (SVA) is a group of college-based military veterans and supporters dedicated to supporting military veteran's higher education and their families. Member-

ship of the SVA is open to all faculty, staff and students with a military connection at Co-Lin, regardless of campus.

Trailblazers

Sponsor: Aleia Roberts (aleia.roberts@colin.edu)

Trailblazers are the hospitality/recruiting group who take part in many activities at Co-Lin. Students become Trailblazers through an application process.

The Wolf Tales

Sponsor: Mary Warren (mary.warren@colin.edu)

Wolf Tales is the college publication written by students. Those interested in writing should contact Mrs. Warren to begin the selection process. Those selected will be eligible for a scholarship.

Wesley Foundation

Sponsor: Melinda Bowlin (melindabowlin@gmail.com)

The Wesley Foundation attempts to enrich the spiritual, educational and social lives of college students and faculty.

Wolfpack Strong

Sponsor: Dana Hale (dana.hale@colin.edu)

The CLCC Wolfpack Strong Student Health and Wellness Club works to share information about health and wellness to the campus and community while encouraging an active healthy lifestyle

Women's Resident Council

Sponsor: Connie Davis (connie.davis@colin.edu)

The Women's Residence Council is an organization of selected students who represent the dormitories. Members must be of good character and maintain a 2.5 GPA.

STUDENT ACTIVITIES

Elections and Nominations

Student Government Association

The Student Government Association serves as an avenue of communication for all students to the faculty and administration of Copiah-Lincoln Community College.

The Student Government Association has two scheduled meetings each month and during these meetings all recommendations, suggestions, etc., from students, faculty, staff, and administration are discussed.

Wesson Campus

The officers of the Student Government Association are president, vice president, secretary, and treasurer.

All Student Government Association members must maintain a 2.0 GPA and must be a second semester student at Copiah-Lincoln Community College as of the election with the exception of freshman class president. Members must also maintain full-time enrollment.

To nominate a person for any Student Government Association office or class office, a petition must be submitted containing 15 signatures and must be signed by one faculty member, the Director of Enrollment Services and Dean of Student Services.

The officers of the freshman class are president, vice president, secretary, treasurer, and two representatives to the Student Government Association.

The officers of the sophomore class are president, vice president, secretary, treasurer, and two representatives to the SGA. The freshman class elects officers each spring to serve for the ensuing year as sophomore class officers.

Natchez Campus

Elected officers in SGA are limited to three executive officers: president, vice president, and secretary/treasurer and four class officers: two class representatives from the Natchez Early College, freshman and sophomore classes.

All Student Government Association members must maintain a “C” average and must be a second semester student at Copiah-Lincoln Community College as of the election. Members must also maintain full-time enrollment.

Each student who wishes to be nominated for one of these positions must pick up a nominating petition in the Admissions Office and return it to the Director of Student Services no later than the designated time. All nominating petitions must be signed by 15 students, one faculty member or SGA sponsor, the Director of Student Services for grade verification, and the Vice President of the Campus. Each of the nominees must possess and maintain at least a 2.75 GPA. Each nominee must maintain full-time status and be a full-time student both semesters. The President can only serve one term and must be a sophomore. Election of officers will be held during the fall semester, with all day and night students having the opportunity to vote. Campaigns will be conducted during the fall semester.

Simpson County Center

A total of seven (7) students serve on the Student Government Association (SGA) for the Simpson County Center of Copiah-Lincoln Community College. Elected SGA officers are limited to three executive positions: president, vice-president, and secretary/treasurer. In addition, a total of four (4) class officers will be elected from the freshman class and sophomore class to serve as representatives on the SGA. The freshman class will choose two (2) freshman officers and the sophomore class will choose two sophomore officers.

Each student who wishes to be nominated for a SGA position must pick up a nomination form in the office of the Vice-President of the Simpson County Center and return it no later than the designated time. All nomination forms must be signed by fifteen (15) currently enrolled Co-Lin students, one (1) faculty member or one (1) SGA advisor, and by the Director of Enrollment Services for grade verification. All SGA nominees must possess at least a 2.0 grade point average (GPA) and in order to run for office, student must be a full time student with a minimum of six (6) hours on ground classes. Members must also maintain the above stated GPA and continue to be enrolled full-time during both semesters while serving as an officer/representative of the SGA.

SGA officers are elected by both the freshman and sophomore classes while only each designated class elects their representatives. Typically, the SGA president will be elected during the spring semester and should be a sophomore during the year in which he/she serves as president. The SGA president can only serve a one year term. In addition, the SGA vice-president, secretary/treasurer, and two sophomore representatives will also be elected in the spring semester. The election of freshman representatives will be conducted during the first month of the fall semester.

Homecoming Court

The homecoming queen and homecoming court are elected at least two weeks prior to homecoming in October. The Student Government Association serves as chairman of the elections and carries out the balloting.

To nominate a person for the homecoming queen and/or court on the **Wesson Campus**, a petition must be submitted containing 15 signatures and must be signed by one faculty member, the Director of Enrollment Services, and Dean of Student Services.

The homecoming queen must be a full-time sophomore with a minimum 2.0 GPA and will be elected prior to the election of the court. The two students receiving the highest number of votes for queen will enter a second primary, unless one student receives a majority of all votes cast, in which event, that student will be declared winner. In the final primary, the runner-up will be automatically named a sophomore maid.

The homecoming court will be elected following the election of the homecoming queen and will consist of two (2) sophomore maids (one being the runner-up to the queen) and two (2) freshman maids.

On the **Natchez Campus**, each club or organization may nominate a sophomore maid and freshman maid to serve on the court. All nominations must be signed by at least 15 students and signed by the club faculty advisor and the Director of Student Services. All nominees must be students in “good

standing” with the college with a minimum 2.0 GPA and full-time.

Nominations are due to Enrollment Services at least one week prior to elections. One (1) sophomore maid and one (1) freshman maid will be elected for the Natchez Campus.

At the **Simpson County Center**, candidates for freshman and sophomore maid must pick up a petition from the Office of the Vice President. All nominating petitions must be submitted containing 15 signatures and must be signed by one faculty member and the Director of Student Services. All nominees must be students in “good standing” with the college, with a minimum 2.0 GPA and full time with a minimum of six hours on ground.

Nominations are due to the Office of the Vice President at least one week prior to elections. One (1) sophomore maid and one (1) freshman maid will be elected for the Simpson County Center.

Cheerleaders - Wesson Campus

Selections for cheerleaders will be held during the spring of each year to choose the squad for the football and basketball seasons. Cheerleaders may be chosen by the sponsor, a panel of judges, or a combination of both.

Each cheerleader shall receive a scholarship and credit for physical education for each semester completed as a member of the squad.

Mr. and Miss Co-Lin and Campus Favorites

Wesson Campus

An election is held to select Mr. and Miss Copiah-Lincoln Community College and campus favorites. The election is held first semester after the midterm grades are available. The Student Government Association serves as chairman of the election and carries out the balloting.

Nominations for Mr. and Miss Copiah-Lincoln Community College must have the signatures of 15 full-time students and one faculty member, with the approval of the Dean of Students and the Director of Enrollment Services. Nominees must be sophomores, be in line for graduation, have twice as many quality points as hours, have a clean conduct record as approved by the Dean of Students' office, and must have participated in various campus activities as a leader.

The two students receiving the highest number of votes for Mr. and Miss Copiah-Lincoln Community College will enter a second primary, unless one student receives a majority of all votes cast, in which event, that student will be declared winner. In the final primary for Mr. and Miss Copiah-Lincoln Community College, the runners-up will automatically be named favorites.

Should a person receive the highest number of votes for two different positions, the student will be allowed to choose the position he/she wishes to accept. The election will be conducted by the Australian Ballot System.

Campus favorites must be nominated by 15 students, one faculty member, the Dean of Students and the Director of Enrollment Services signing the petition. Petitions must be turned in to the Dean of Students' office. Nominees may be either freshmen or sophomores. Five (5) men and five (5) women will be chosen as campus favorites.

Natchez Campus

An election is held to select Mr. and Miss Co-Lin Natchez and Campus Favorites. The election is held first semester after midterm grades are available. The Academic Counselor carries out the balloting.

Nominations for Mr. and Miss Co-Lin must have the signatures of fifteen (15) full-time students and one faculty member, with the approval of the Vice President of the Natchez Campus. Nominees must be sophomores, be in line for graduation, have twice as many quality points as hours, have a clean conduct record, and must have participated in various campus activities as a leader.

The two students receiving the highest number of votes for Mr. and Miss Copiah-Lincoln Community College will enter a second primary, unless one student receives a majority of all votes cast, in which event, that student will be declared the winner. In the final primary for Mr. and Miss Copiah-Lincoln Community College, the runners-up will automatically be named campus favorites.

Should a person receive the highest number of votes for two different positions, the student will be allowed to choose the position he/she wishes to accept.

Campus favorites must be nominated by 15 students, one faculty member, the Vice President of the Natchez Campus and the Director of Student Services signing the petition. Petitions must be

turned in to the Vice President's office. Nominees may be either freshmen or sophomores. Two (2) men and two (2) women will be chosen as campus favorites.

Simpson County Center

An election is held to select Mr. and Miss Copiah-Lincoln Community College and campus favorites. The election is held the first semester after the first nine weeks grades are available. The Student Government Association serves as chairman of the election.

Nominations for Mr. and Miss Copiah-Lincoln Community College must have the signatures of 15 full-time students and one faculty member, with the approval of the Vice President of the Simpson County Center and the Director of Student Services. Nominees must be sophomores, be in line for graduation, have twice as many quality points as hours, have a clean conduct record as approved by the Director of Student Services' office, and must have participated in various campus activities as a leader.

The two students receiving the highest number of votes for Mr. and Miss Copiah-Lincoln Community College will enter a second primary, unless one student receives a majority of all votes cast, in which event, that student will be declared the winner. In the final primary for Mr. and Miss Copiah-Lincoln Community College, the runners-up will automatically be named campus favorites.

Should a person receive the highest number of votes for two different positions, the student will be allowed to choose the position he/she wishes to accept.

Campus favorites must be nominated by 15 students, one faculty member, the Vice President of the Simpson County Center and the Director of Student Services signing the petition. Petitions must be turned in to the Vice President's office. Nominees may be either freshmen or sophomores. Two (2) men and two (2) women will be chosen as campus favorites.

Most Beautiful and Beauties - All Campuses

Nominees must be full-time students with a minimum 2.0 GPA and may be either sophomores or freshmen. An application must be submitted with one faculty member's signature and approved by the Dean of Students or campus Vice President. Judges choose most beautiful and four beauties in a pageant sponsored by the *Trillium* yearbook. The event will be held on the Wesson campus.

Hall of Fame - Wesson Campus

Desiring to acknowledge character and service of the highest quality, the Trillium yearbook staff each year recognizes members of the Hall of Fame for Copiah-Lincoln Community College.

Only college sophomores eligible for graduation may be selected for this honor. Those selected are either students who have completed requirements for December graduation, or second semester sophomores who have completed 42 semester hours of instruction with a GPA of 2.5 or better, have a clean conduct record, and are eligible for graduation at the end of the semester.

Nominations for this honor may be made by either college students, faculty members, or administrators. Nominations will be screened by the Director of Enrollment Services and the Dean of Student Services. The members of the Council of Presidents will vote for up to six (6) nominees depending upon the number of recipients to be elected that year.

A tabulation committee appointed by the college President or designee will count the ballots and will make an alphabetical list of the eligible nominees with the Council of Presidents votes notated. This list is then presented to a committee of 12 members as follows: One representative from each of the seven divisions of study, one from the Career-Technical division, one from Associate Degree Nursing, and three administrators or staff members appointed by the President or designee. The purpose of the meeting will be to discuss each student on the ballot. After the discussion is closed, the Resource Committee will be dismissed and the twelve-member committee will vote by secret ballot for the number of honorees to be selected for the year. The votes will be tabulated by a committee appointed by the President or designee.

To be elected, a student must obtain a majority of the votes. A second ballot will be prepared and presented to the committee within 24 hours if the necessary honorees are not selected on the first ballot.

The number of honorees to be elected each year shall be based upon the full-time equivalent enrollment at the end of the first six weeks of the fall term. One student shall be chosen for every 200 full-time equivalent students. The number elected to the Hall of Fame in any school year shall not

exceed six at each campus unless there is a tie vote.

Hall of Fame - Natchez Campus and Simpson County Center

Each year, graduating students are inducted into the Hall of Fame. Induction is the highest leadership honor a student can achieve. Selection is based on academic achievement and campus leadership. The Natchez Campus inducts up to three students and the Simpson County Center inducts up to two students annually.

College Publications

Trillium Yearbook

All students are eligible to receive a copy of the *Trillium* yearbook for a minimal cost. Distribution dates and times will be posted on campus and emailed to students.

Campus Newspapers

Copies of the Natchez Campus newspaper are available on issue dates at several locations on campus. The on-line edition of *The Wolf Tales*, Wesson Campus, is available at www.colin.edu/students/publications-policies. Copies of the Simpson County Center news Wolfpack Weekly are available through email.

Other Publications

Other college publications (magazines, brochures, etc.), are available upon request from the Office of Public Information at the Wesson Campus and the Office of the Vice President on the Natchez Campus and the Simpson County Center.

EMERGENCY/GENERAL POLICIES AND REGULATIONS

Wolf Alert

The Wolf Alert is the college's emergency alert and notification system. Wolf Alert delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. This is the best source for timely information and instruction on what to do in the event of any campus emergency such as severe weather, power outages, criminal activity, threats, or other emergency situations.

Each student, faculty and staff member will receive an email with a user identification, password, and step-by-step instructions on how to register. Be assured that all contact information you provide is kept confidential, safe, and secure, and will never be used for any purpose beyond what you have authorized. Your information is for the official use of Copiah-Lincoln Community College's emergency alert system only and is never shared with any third parties.

Medical Emergencies

The college does not have the facilities or equipment to administer extended medical treatment to persons who are sick or injured. Therefore, if a student or other persons on campus are sick or injured, and if in the opinion of college officials, a medical emergency exists, college officials may call for an ambulance to transport sick or injured persons to a medical facility. **Calling for an ambulance or other emergency agencies will be at the discretion of college officials, and students or other persons involved in the emergency must cooperate and follow the directions of college officials.** It will be considered a violation of policy if any student refuses or interferes with the directions of college officials during such emergencies. Such students will be subject to disciplinary action. Expenses for professional care or treatment are the responsibility of the sick or injured student or guest.

If it is determined by college officials that it would be hazardous to a student's health or safety to reside in campus housing due to certain medical conditions (such as a student's refusal to take prescribed medication, to follow doctor's orders, etc.), the college may require a clearance letter from a qualified physician in order for the student to reside in campus housing.

Students who need medical assistance should contact the Campus Police Department (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center.

Fire

1. If you discover a fire:
 - a. If the fire is small, put it out with a fire extinguisher.
 - b. Other fires, exit building, pull fire alarm, and inform your instructor, campus police or supervisor.
2. If you hear a fire alarm:
 - a. Windows and doors should be closed, but not locked.
 - b. Leave by the nearest exit.
 - c. Move away from the building.
 - d. Follow directions of personnel in charge.

Severe Weather

1. Move indoors.
2. If indoors, move to lowest level immediately.
3. Go to inner hallways/rooms away from windows and exterior doors.
4. Stay low, face the wall with your head covered.
5. Tornado:
Watch - Means tornadoes are possible.
Warning - Means a tornado has been sighted.
(Continuous sounding alert signifies a tornado warning.)

Evacuation

Intermittent alert signals evacuation of campus.

Earthquake

Drop to the ground; cover under a sturdy desk or table; hold on until shaking stops.

Armed Intruder

In the case of imminent danger (armed intruder/active shooter) the siren will sound an alert with an alternating high to low alert signal. This signals an immediate campus lock-down. Move indoors, lock doors and move away from any windows to stay out of sight, Follow all directions given by personnel in charge. Remain inside until Campus Police or an Administrator gives you clearance to exit the room you are in.

GOVERNING POLICIES

Public Intoxication

The college forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization at the college on college-owned or controlled property. Drunkenness or evidence of intoxication is a violation of law on college property. Alcohol, drugs, narcotics or other intoxicating substances can cause drunkenness.

The college will take additional steps with students who appear intoxicated to the point where they are drunk and/or disorderly on campus in order to protect that student and the campus community. Therefore, if in the opinion of appropriate college officials a student is intoxicated (public drunk) and/or disorderly, the following action will be taken:

1. The student may be subject to arrest and/or college disciplinary action.
2. The student's parents or legal guardian may be notified of the situation and/or asked to take custody of the student (if the student is under the age of 21).

Pistols, Firearms or Other Weapons on College Premises

The Board of Trustees of Copiah-Lincoln Community College recognizes that the possession of pistols, firearms, or other weapons on college premises or at college functions by persons other than duly authorized law enforcement officials creates unreasonable and unwarranted risk of injury or death to the college's employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of the college, the college's employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials and the college campus police officers on the college's premises or at college functions.

Search and Seizure

Students at Copiah-Lincoln Community College are protected, as is any citizen, against unreasonable search and seizure. However, in an exercise of the college's duty to maintain discipline as well as a safe and educational atmosphere, a college official may search a student's room and/or vehicle when a reasonable cause exists. A reasonable cause exists when a college official has sufficient reason to believe that a campus regulation has been violated or there may be an existing threat to the safety of individuals or facilities.

Normal inspections of residents' rooms are conducted in order to maintain acceptable standards of health, safety and physical maintenance and can be, if necessary, held in the absence of the student. The college reserves the right to enter a particular room at any time when it is deemed to be in the best interest of the institution and its students. The college reserves the right to take disciplinary action for any violations of policy discovered in these inspections.

Curfew and Guest Policy

Students are responsible at all times for the conduct of any guest which they bring to the campus. College officials may ask any person on campus for identification. Persons who do not have legitimate business on campus may be asked to leave. Students or visitors are not to bring small children on campus unless permission is granted by Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center. All visitors and commuters must leave campus by 9:30 p.m. (Natchez Campus and Simpson County Center) 11:00 p.m. (Wesson Campus) each evening unless they are attending a campus event, which is open to the public, such as an athletic event, dance, etc. Unauthorized persons present after 11:00 p.m. are subject to disciplinary action or arrest.

All residence hall students on campus are expected to go to their residence hall at 11:00 p.m. each evening unless they are in attendance at an organized school function. Those students that are off campus attending an organized school function after 11:00 p.m. will be allowed to return to their dorm until 1:00 a.m.

Dress Regulations

Each student should exercise mature judgment concerning wearing apparel during the routine of daily life on the campus. Cleanliness and neatness are desirable attributes for any person to possess. All students are required to be modest in dress and appearance, not wearing lewd or obscene articles of clothing. Students must have on shirts and shoes before entering any campus building.

For the safety of students, hoods are not allowed to be worn over students' heads while indoors.

Students not following dress regulations could be subject to discipline through the code of conduct policy.

TOBACCO FREE CAMPUS

Section 1. Findings and Intent

The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke-free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke-free policies and laws do not have an adverse economic impact on the hospitality industry. (U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.) Numerous studies have found that tobacco smoke is a major contributor

to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 (Monograph #10) that secondhand smoke is responsible for the early deaths of approximately 53,000 Americans annually. (National Cancer Institute (NCI). Health effects of exposure to environmental tobacco smoke: the report of the California Environmental Protection Agency. Smoking and Tobacco Control Monograph 10. Bethesda, MD: National Institutes of Health, National Cancer Institute (NCI), August 1999.)

The smoking of tobacco, hookahs, or marijuana and the use of ESDs are forms of air pollution and constitute both a danger to health and a material public nuisance. Accordingly, Copiah-Lincoln Community College finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking, including the use of ESDs, on all of Co-Lin's campuses; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

Section 2. Definitions.

A. "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

B. "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

C. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

D. "Tobacco product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Section 3. Smoking Prohibited at Copiah-Lincoln Community College.

In order to promote a healthy environment for students, faculty, staff, and visitors, Copiah-Lincoln Community College is tobacco-free at all locations: Wesson, Natchez, and Simpson County Center. The use of tobacco and smoking products, which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants, are not permitted on any property owned by the college, which includes but is not limited to, buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles. The use of tobacco and smoking products, as outlined above, is also prohibited in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. There are no exemptions allowed.

Section 4. Promotion and Sale of Tobacco Products Prohibited at Copiah-Lincoln Community College.

No tobacco-related advertising or sponsorship shall be permitted on Copiah-Lincoln Community College property, at Copiah-Lincoln Community College-sponsored events, or in publications produced by Copiah-Lincoln Community College with the exception of advertising in a newspaper or magazine that is not produced by the Copiah-Lincoln Community College and which is lawfully sold, bought, or distributed on Copiah-Lincoln Community College property. Tobacco products and electronic smoking devices shall not be sold or distributed in any areas by any means on campus.

Section 5. Dissemination of Policy; Signage

Copies of this policy shall be distributed to all faculty and staff and shall be included with

information given to all admitted students. Information about the policy and how to comply with it shall also be posted on the Copiah-Lincoln Community College website. Announcements concerning the policy and any changes to it shall be printed in campus newsletters and posted on the Copiah-Lincoln Community College website to ensure that everyone fully understands the policy and any changes to the policy. No Smoking signs shall be posted at all points of entry to Copiah-Lincoln Community College and at all Copiah-Lincoln Community College building entrances. No ashtrays shall be provided at any location on campus.

Section 6. Transition Period.

This policy is being announced 90 days prior to its implementation in order to give smokers time to adapt to its restrictions and to facilitate a smooth transition to a smoke-free/tobacco free/electronic smoking device free environment. On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

Section 7. Enforcement of Policy; Penalties

This policy shall be enforced by Campus Police and the appropriate supervisors following the chain of command. Each violation of this policy is punishable by a fine not exceeding fifty dollars (\$50) and/or appropriate campus disciplinary procedures.

DRUG-FREE SCHOOL POLICY

Alcohol and drug abuse has been recognized as a leading threat to the health and well-being of the college students/employees. Copiah-Lincoln Community College absolutely prohibits the use, consumption, sale, purchase, transfer, or possession of any illegal or non-prescription drug by any student or enrollee during business hours, during college classes or activities, while representing Co-Lin, while on the premises or campuses, while at Host Agencies or at any other time or activity involving Co-Lin. In addition, students and enrollees are strictly prohibited from being under the influence of alcohol or illegal drugs during college classes or activities, while representing Co-Lin, on the premises or campuses or at Host Agencies or at any other time or activity involving Co-Lin. It is the policy of the college to uphold federal, state and local laws regarding the use or possession of drugs or alcohol.

As a member of the college community, and subject to the laws and policies which bind the institution's activities and interests, it shall be the personal responsibility of each student and employee to adhere to such stated policies.

A student shall be allowed to provide notice to Copiah-Lincoln Community College of currently or recently used prescription or non-prescription drugs at the time of the taking of the specimen to be tested, and such information shall be placed in writing upon the student's drug and alcohol testing custody and control form prior to initial testing.

A student may be required to submit to a drug and alcohol test based upon reasonable suspicion. In the event of or on the basis of a positive confirmed drug and alcohol test result, or other violation of the College's drug use policy, the College may, in its sole discretion, take any of the following actions: Immediate dismissal of the student; immediate suspension of the student; or probation or other disciplinary action on such terms as may be determined by the College, including but not limited to neutral selection or routine drug and alcohol testing.

Any and all students shall be required to submit to testing at any time the College has reasonable suspicion that a student is using or has used drugs or alcohol in violation of the College's policy. Reasonable suspicion shall exist if the College has a belief that a student is using or has used drugs in violation of the College's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as direct observation of drug and alcohol use and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
- Abnormal conduct, or erratic behavior, absenteeism, tardiness or deterioration of work;
- A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
- Evidence that an individual has tampered with a drug and alcohol test;
- Information that a student has caused or contributed to an accident while at school;

- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of drugs while on the College’s premises

The consequences of refusing to submit to a drug and alcohol test as set forth in this policy statement and notice will be dismissal of the student. A student who receives a positive confirmed drug and alcohol test may contest the accuracy of that result or explain it. The drugs for which the College might test include marijuana, cocaine, opiates, amphetamines, phencyclidine, alcohol, and other controlled substances. All drug and alcohol testing shall be performed in conformity with the standards established in the Act and Regulations as the same now exist or may be amended.

Within five (5) working days after receipt of a positive confirmed test result report from the testing laboratory, the College shall, in writing, inform a student of such positive test result and inform the student in writing of the consequences of such a report and the options available to him. A student may request and receive from the College a copy of the test result report. Within ten (10) working days after receiving notice of a positive confirmed test result, the student may submit information to the College explaining the test results, and why the results do not constitute a violation of the College’s policy. If a student’s explanation of the positive test results is not satisfactory to the College, a written explanation submitted by the College as to why the student’s explanation is unsatisfactory, along with the report of the positive results, shall be made part of the student’s records.

The Board of Trustees has adopted and authorized specific instructional programs and athletics to undergo drug testing prior to enrollment or participation as well as being subject to random drug testing. The following areas are subject to drug testing:

1. Associate Degree Nursing (Wesson Campus)
2. Athletics – All Sports (Wesson Campus)
3. Commercial Truck Driving
4. Construction Equipment Operation
5. Practical Nursing
6. All other health care related programs

Copiah-Lincoln Community College will, to the best of its ability, work with students or enrollees suffering from drug or alcohol abuse or other personal emotion problems in receiving the assistance necessary to overcome their dependency. Students are encouraged to seek assistance through the Student Services division of the College.

Disciplinary Action

In the event of a violation of the College’s Drug Free School Policy, violation of any criminal statute concerning the possession, sale or use of illegal drugs or controlled substances or on the basis of a positive confirmed drug and alcohol test result, the College may, in its sole discretion, take any of the following actions: immediate dismissal of the student; immediate suspension of the student; probation or other disciplinary action on such terms as may be determined by the College, including but not limited to neutral selection or routine drug and alcohol testing; or parent or legal guardian notification.

Telephone numbers of some of the agencies providing counseling, treatment, education and other alcohol and drug-related services are:

Adams County Health Department	(601) 445-4601
Alcoholics Anonymous	(601) 982-0081 or (601) 446-8641
Alcohol Services Center	(601) 948-6220
Brentwood Behavioral Healthcare of MS	(601) 936-2024
Baptist Behavioral Health Services	(601) 968-1102
Catholic Charities	(601) 442-4579
Council on Alcoholism/Drug Dependency Of Central MS	(601) 899-5880
Lincoln County Health Department	(601) 833-3314
Canopy Children’s Solutions	(601) 352-7784
Positive Choices Counseling	(318) 336-4700
Region 8 Mental Health Service (Simpson Co.)	(601) 847-4410
Region 8 A&D Residential (Simpson Co.)	(601) 847-2623
Simpson County Health Department	(601) 847-2755
St. Dominic Behavioral Health Services	(601) 200-3090
Southwest MS Mental Health	(601) 446-6634

CAMPUS POLICE AND AUTOMOBILE REGULATIONS

Thorough understanding of these regulations is important because violations will result in needless expense and inconvenience to the student.

Authority of Campus Police

Section 37-29-27 Miss. Code 1972: Any act, which if committed within the limits of a city, town, village or any public area, would be in violation of the general laws of this state, shall be criminal and punishable if done on campus, grounds, or roads of any of the state institutions of higher learning or state-supported junior/community college. The peace officers duly appointed by the board of trustees of state-supported junior colleges are vested with the power and subject to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported junior/community college grounds and for preserving order and decorum thereon.

With the authority stated above, violators who are not students will be cited on uniform arrest citations before local courts. Campus Police will have the option of citing any violator before civil court.

Mission

The primary objective of the Campus Police Department is to provide a safe and healthy environment that enhances the campus learning experience and complements the college's educational mission.

Not only is the department responsible for law enforcement, security and emergency response but it is also responsible for providing support services tailored to meet the needs of the college community.

Full-time campus police officers are certified by the State of Mississippi. The campus police officers conduct vehicle, foot patrols and are charged with the responsibility of enforcement of federal, state and local laws as well as college policies and regulations. Staff members are service-oriented and committed to the safety and well being of those associated with the campus. The Campus Police Department provides crime prevention, criminal investigation, traffic and parking control, disaster coordination, maintenance of public order and other related services.

Crime Prevention

Co-Lin feels that almost every violation committed on campus is preventable. As part of the college's educational mission, the Campus Police Department attempts to instruct members of the campus community how to reduce their chances of suffering from a loss of their property or to themselves. The campus Police Mission is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible. Also encouraging students and employees to be responsible for their own security and safety of others.

Students and employees are encouraged to do your part to prevent crime:

- Read, understand, and abide by the college and residence hall rules and regulations.
- Call campus police or residence hall staff (Wesson Campus), Vice President of the Simpson County Center or the Vice President of the Natchez Campus for assistance when needed.
- Provide input to the college about how the campus can be made safer.
- Report crime immediately to campus police or call the emergency numbers.
- Report suspicious persons/activities to campus police or residence hall staff.
- Take appropriate steps to secure personal property like bikes, cars, jewelry, etc.
- Engrave your personal property.
- Keep a list of all personal belongings including model and serial numbers.
- Provide insurance coverage for personal belongings.
- Report, in writing, instances of obscene or harassing phone calls or conversations.
- Refrain from propping doors or entrances.
- Display college parking decals in windshield of automobile.
- Report maintenance problems which may compromise safety or security.
- Walk with others at night on campus.

In residence halls:

- Lock your doors when leaving your room regardless of the length of time.
- Lock your door when you go to sleep.
- Keep windows closed and locked when you leave your room and when you go to sleep.
- Never lend your keys to anyone.
- Report lost or stolen keys to the housing staff or campus police.
- Never leave your keys in places such as over the door.
- Never load your car the night before going home for the weekend or holidays.

General Vehicle Regulations

1. A vehicle is defined as any car, truck, motorcycle or any other type of movable transportation.
2. All students, faculty, administration and staff must register and purchase a decal for vehicle operation on the campus at the time of school registration.
3. Decal cost is \$30 per school year.
4. A student who changes his or her residence status or whose decal becomes illegible is responsible for re-registration of his or her car immediately in order to secure the proper decal. Also, when the owner trades his or her car, he or she is responsible for removing the old decal. Any violations noted against the old number will be charged to the person to whom it was issued.
5. No motor vehicle shall display more than one Co-Lin parking decal at any one time.
6. Vehicle operators must obey campus regulations, state and federal statutes and operate vehicles in a safe and courteous manner.
7. Pedestrians shall have the right-of-way at all times.
8. Co-Lin is not responsible for content in vehicles parked on the campus.
9. Speed limit on the Copiah-Lincoln Community College campus is 15 mph.
10. Registered operators must observe and obey all traffic and parking signs on campus.
11. The owner of a motor vehicle, regardless of who is driving, is at all times responsible for that vehicle.
12. Vehicle operators must not repair vehicles on campus grounds or parking lots.
13. Vehicles are not to be parked on grass, sidewalks, entrances and exits.
14. All accidents should be reported immediately to campus police.
15. Co-Lin reserves the right to impound vehicles or remove illegally parked vehicles at the expense of the owner or registered student.
16. No faculty or staff shall register any vehicle and obtain a decal for any full or part-time student. No person shall utilize in any manner a decal issued to another person.
17. Summer school students must purchase a decal if they did not purchase one during the previous fall or spring semester. Cost of the decal is \$10.
18. When a registered student requests a replacement decal, the original valid decal must be returned or it would be as if a new decal is being purchased.
19. The operation of all-terrain vehicles by students and unauthorized persons is prohibited anywhere on campus.
20. Unnecessary noise from horns, mufflers or any other noise-making device is strictly prohibited at all times.
21. Any area on campus that has been closed by the use of barricades or any other traffic control devices shall not be entered.

Parking Regulations

- a. Resident Students
 1. Resident students must purchase a resident student decal.
 2. The resident student decal is only valid in close proximity to the campus residence halls.
- b. Commuter Students
 1. Commuter students must purchase a commuter decal.
 2. Commuter students may park in any legal parking space that is not specifically designated.
- c. Reserved Parking

Reserved parking spaces are for faculty and staff only. This regulation is in

effect from 7:00 a.m. to 4:30 p.m. Monday through Friday.

- d. Disabled persons may receive parking decal for designated areas.
- e. Abandoned vehicles or vehicles causing a traffic hazard may be towed away by a local wrecker service at the owner's expense without warning to the owner.
- f. Any vehicle operated by a person whose driving privileges have been suspended will be impounded or towed away at the owner's expense if found by campus police.
- g. Any vehicle parked in a reserved or no parking area can be towed away if deemed necessary by campus police.
- h. Motorcycles or bicycles are not to be parked in buildings, near doorways, or entrances to buildings or on sidewalks.
- i. Parking is not permitted:
 - on any sidewalk
 - on any lawn or grassy area
 - in any loading/unloading area
 - in any driveway
 - on football track
 - in any designated No Parking area
 - in a manner that obstructs traffic
 - in a double or multiple manner
 - blocking a fire hydrant or fire lane
 - in any area of the campus that has been closed off by the use of barricades, signs, or other traffic control devices.

Violations and Penalties

Wesson Campus

1st Offense

Parking in No Parking Zone	\$25.00
Blocking Driveway/Access Lane	\$25.00
Improper Parking on Lawn/Landscaping Areas/Sidewalk	\$25.00
Parking in Restricted Zone/Reserved Space	\$25.00
Blocking Fire Hydrant	\$25.00
Parking Outside Marked Lines	\$25.00
Parking in/Blocking Disabled Parking Space	\$50.00
Backing into Parking Space	\$25.00
Occupying More Than One Space	\$25.00
No Permit	\$10.00
Improper Parking	\$25.00
Wrong Parking Zone	\$25.00
Resident Student in Reserved Parking	\$35.00

All other penalties are fined according to violation.

Natchez Campus/Simpson County Center

Violations - \$25.00 Fine

- | | |
|------------------------|------------------------------|
| 1. No decal | 7. Improper display of decal |
| 2. Expired decal | 8. Improper parking |
| 3. Improper decal | 9. No parking zone |
| 4. Parking out of zone | 10. School vehicle parking |
| 5. Double-parking | 11. Littering |
| 6. Visitor parking | |

Violations - \$50.00 Fine

- | | |
|---------------------|--|
| 1. Reserved parking | 3. Parking in handicap space |
| 2. Parking on grass | 4. Blocking street, fire hydrant, dumpster |

On all campuses the responsibility for finding a legal parking space rests with the vehicle operator. Lack of parking space is not considered a valid excuse for violation of parking regulations.

Copiah-Lincoln Community College does not guarantee available parking.

Any violator of parking and/or traffic regulations accruing four (4) or more violations in one (1) semester may have his/her vehicle immobilized, towed, impounded or banned from use on campus, grounds and/or roads for a period of from one (1) to two (2) semesters, not to exceed one full year.

In addition to the above rules and regulations, all state laws pertaining to traffic and all other state and federal laws are in full force at all times.

Abandoned Vehicles

An abandoned vehicle is defined as any vehicle left unattended on campus, grounds, and/or roads for a period of thirty (30) days.

Procedures for Paying Co-Lin Citations

All citations payable at the Co-Lin Business Office.

Case Statistics

The Copiah-Lincoln Community College Campus Police Department submits a yearly Uniform Crime Report (UCR) to the Federal Bureau of Investigation (FBI) at the Department of Justice in Washington, DC.

Wesson Campus

Classification of Criminal Offense	Year 2019	Year 2020	Year 2021
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests			
Liquor Law Violations	0	0	0
Drug Law Violations	3	0	0
Weapons: Carrying, Possessing, Etc.	1	0	0
Violence Against Women Act			
Domestic Violence	1	0	0
Dating Violence	0	0	0
Stalking	0	0	1

Natchez Campus

Classification of Criminal Offense	Year 2019	Year 2020	Year 2021
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons: Carrying, Possessing, Etc.	0	0	0
Violence Against Women Act			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Simpson County Center

Classification of Criminal Offense	Year 2019	Year 2020	Year 2021
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arrests			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons: Carrying, Possessing, Etc.	0	0	0
Violence Against Women Act			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Published by Copiah-Lincoln Community College to comply with the Student Right-to-Know and Campus Security Act, Public Law 101-542.

Reporting Policies

The Campus Police Department is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) is encouraged to report immediately any and all potentially criminal activity to the Campus Police Office.

The college usually needs the assistance of the complainant in the disciplinary process. The college may make exceptions when necessary if there is a clear danger to a member of and/or the entire college community.

The college will issue an annual report of criminal reports made to the campus police and other law enforcement agencies of crimes occurring on college property. The campus Safety and Security Annual Reports and campus Fire Safety Reports may be viewed on the Co-Lin website at www.colin.edu/students/publications-and-policies/

Any student who has been convicted of a felony or is on probation from a criminal offense must report this information in writing to the office of the Dean of Student Services (Wesson Campus), Vice President of the Natchez Campus or Vice President of the Simpson County Center. Dormitory privileges in such instances will be determined on a case by case basis.



Copiah-Lincoln Employee Information

WESSON CAMPUS ADMINISTRATION

DR. DEWAYNE MIDDLETON	<i>President</i>
DR. RICHARD BAKER	<i>Vice President of Business Affairs</i>
NATALIE DAVIS	<i>Director of Public Relations</i>
BRENT DUGUID	<i>Dean of Career, Technical, and Workforce Ed.</i>
ANGELA D. FURR	<i>Executive Director of the Foundation and Alumni Relations</i>
JACKIE MARTIN	<i>Vice President of the Wesson Campus</i>
SAMANTHA SPEEG	<i>Dean of Student Services</i>

PROFESSIONAL STAFF

MICAH ALLEN	<i>Cheer Coach</i>
ANGEL ADDISON	<i>WIOA ITA Coordinator</i>
AMBER BEALL	<i>Assistant Softball Coach</i>
ROBERT “TRIPP” BENSON	<i>Assistant Baseball Coach</i>
AMBER BOWMAN	<i>Academic Counselor</i>
BRADLEY BOYKIN	<i>Director of Golf Operations</i>
DARIUS BUCK	<i>Assistant Football Coach</i>
DANIEL CASE	<i>Director of the Physical Plant</i>
REGINALD CASTILLA	<i>Director of Upbound Bound</i>
ADAM CHAMBLEE	<i>Head Baseball Coach</i>
FREDERICK CLARK	<i>WIN Job Center Director</i>
BRYON CONVILLE	<i>Director of Libraries and Learning Resources</i>
TOM COSGRAVE	<i>Men’s and Women’s Soccer Coach</i>
ANNA DAVIS	<i>Instructional Technology Specialist</i>
GLENN DAVIS	<i>Head Football Coach</i>
MICAH DAVIS	<i>Academic Advisor/Assistant Football Coach</i>
JASON DRY	<i>Technology Specialist</i>
STACY FELLS	<i>Workforce Navigator</i>
JACOB FLEMING	<i>Assistant Football Coach</i>
MARY ANN FLINT	<i>Director of Associate Degree Nursing</i>
BEVERLY FRIES	<i>Adult Education Director</i>
MATT GORDON	<i>Assistant Football Coach</i>
KENNETH GOZA	<i>Community Economic Development Coordinator</i>
GRAVES “JACK” GRANT	<i>Adult Education Instructor</i>
MARY HARALSON	<i>Director of Financial Aid</i>
COREY HART	<i>Graphics Technician</i>
SCARLETT HART	<i>Assistant Director Public Relations & Marketing</i>
DR. AMANDA HOOD	<i>Director of eLearning</i>
ALEXUS HOLT	<i>Assistant Basketball Coach</i>
MELEAH HOWARD	<i>Head Softball Coach</i>
KELLY IZARD	<i>Academic Counselor/Dual Enrollment Coordinator</i>
MAKITA JACKSON	<i>Adult Education Lead Teacher/Mentor</i>
ERIN JOHNSON	<i>Events/ILR Coordinator</i>

MAURICE JOHNSON	Assistant Football Coach
MENDY JOHNSON	Workforce Instructor
SARAH JOHNSON	Finance and Scholarships Coordinator
SAMUEL KEYS	WIOA In the Job Training/Internship Coordinator
KEVIN KYZAR	Sports Information Coordinator
LUKE LAIRD	Workforce Center Director
DR. TIM LEA	Director of Military Community Services
CHERYL LEE	Adult Education Instructor
DEJONE LEE	Assistant Golf Coach
KINA LEGGETT	Comptroller
ERIN LIKENS	Purchasing Agent
DR. SHAROLYN MAGEE	Assistant Dean of Career and Technical Education
KRYSTI MARTINEZ	Director of WIOA and Community Development
ROBERT C. "CHUCK" McCALL, JR.	Workforce Development Coordinator/Trainer
JAMES PAUL "J.P." McINNIS	Director of Technology and Information Systems
CHRIS McSWEYN	Head Chef
ROBIN MITCHELL	Workforce Development Coordinator/Trainer
KENNEDY MOORE	Colette Director
BRYAN NOBILE	Athletic Director/Assistant Dean of Students
JULIA PARKER	Director of Human Resources
DR. TIFFANY PERRYMAN	Director of Institutional Effectiveness
COSSANDRA PENN-STEWART	Sr. Community Serv. Employment Program Recruiter/Trainer
DAWN ROBBINS	Payroll/Benefits Coordinator
ALEIA ROBERTS	Enrollment Specialist/Recruiter
ANNA C. ROGERS	Senior Community Service Employment Director
DAVID SANDERS	Head Men's Basketball Coach
BRILEY SMITH	Energy Coordinator/Hardware Support Technician
KRISTY SMITH	Adult Education Instructor
PATRICE SMITH	Upward Bound Academic Success Coach
DR. BRITTA STEPHENS	Head Women's Basketball Coach
JORDAN STEPHENS	Director of Enrollment Services
CHASE STEWART	Assistant Baseball Coach
MICHAEL THOMPSON	Assistant Football Coach
VERONICA TOPP	CTE Counselor
CELESTE WILLIAMSON	Basic Skills/Media Specialist

FACULTY

CHAD AUSTIN	Assistant Band Director/Percussion
DEBORAH BARNES	Program Coordinator of Cosmetology
DR. MELNEE W. BERRY	Psychology/Sociology
DON BLANDON	Welding
EDDIE BRITT	Chairperson of the Mathematics/Computer Science Division/Mathematics
KYLE BRITT	Social Science
MARGARET BRITT	Computer Science

ANN BRUMFIELD	<i>Program Director of Practical Nursing</i>
STEPHANIE BUSBIN	<i>Nursing (RN)</i>
ANDY CAIN	<i>Program Coordinator of Electrical Technology</i>
AMANDA CASE.....	<i>Program Coordinator of Automation and Control Engineering Technology</i>
AMY CASE	<i>English/Writing Center</i>
DR. ROB CHANNELL	<i>Anatomy and Physiology, Biology, and Nutrition</i>
JOEY CHASSION	<i>Program Coordinator of Construction Equipment Operator</i>
JILL CHILDRESS	<i>History</i>
SHANNA CLARK.....	<i>Medical Laboratory Technology</i>
ANITA CLIBURN	<i>Anatomy and Physiology</i>
AMY CUPIT	<i>Mathematics</i>
STACY DIXON	<i>Nursing (RN)</i>
NICOLE DONALD	<i>English</i>
ASHLEY DUGAS	<i>English</i>
LEIGH CASE EASTERLING.....	<i>Business and Office Technology</i>
STEVEN R. ESCH	<i>Program Coordinator of Diesel Equipment Technology</i>
MICHAEL FALVEY.....	<i>Program Coordinator of Heating and Air Conditioning Technology</i>
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GRESHKA STEWART	<i>Academic Counselor</i>
COURTNEY WILLIAMS	<i>Deputy Chief of Police</i>

FACULTY

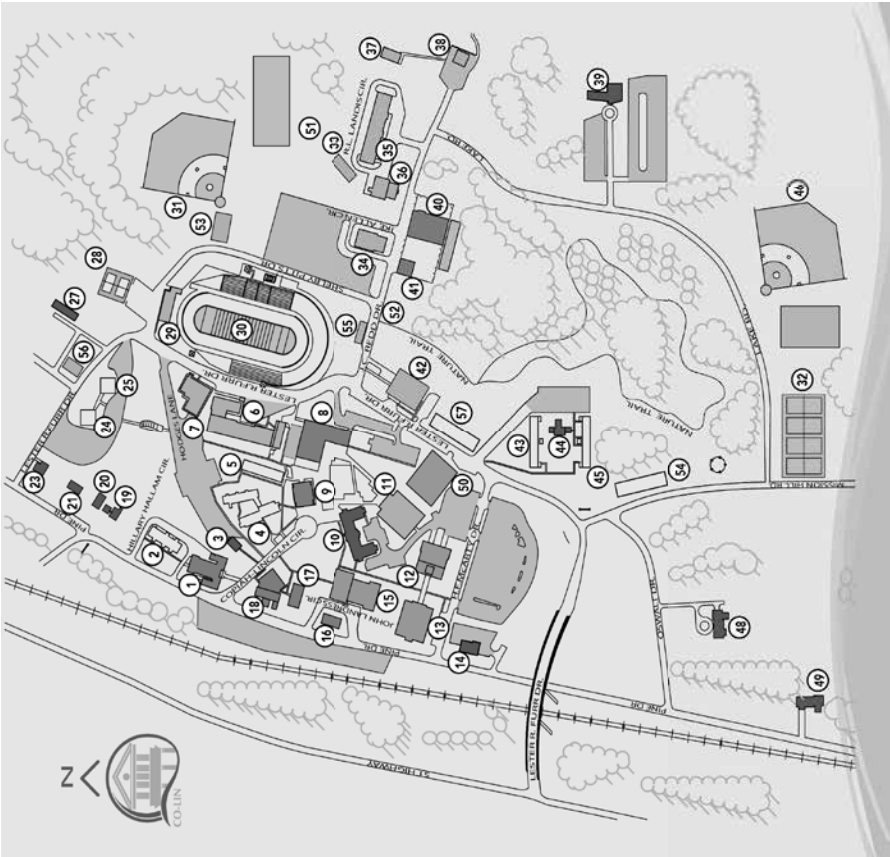
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Index

Academic		Consumer Information	13
Probation/Suspension	21	Cosmetology	50, 105
Programs Of Study	29	Teacher Trainee	50
Records	18	Credit For Prior Learning	7
Restart	22	Criminal Justice	33, 74
Accounting	31, 67	Culinary Arts Technology	51, 107
Technology	46	Cybersecurity	52
Administration	191, 194, 195	Description Of Courses	
Administrative Office Technology	47	Academic Courses	67
Admissions	7	Developmental Studies	23
Requirements	7	Criteria For	23
Special Admissions	10	Diesel Equipment Technology	53, 109
Adult Basic Education	135	Disability Support Services	137
Affiliations	3	Drafting And Design Technology	108
Agriculture	67	Dropping A Course	21
Alumni	5	Drug-Free Policy	183
Appeals Process	21	Dual Enrollment Program	9
Architecture	31	Early Childhood Education Technology ..	54, 102
Army - ROTC	67	Economics	32
Art	68	Economics	75
Associate Degree Nursing	36, 88	Education	
Athletic Training	33	Secondary	35
Automation And Control Technology	44	Special	33
Automotive Technology	45, 98	Educational Psychology	77
Billy B. Thames Conference Center		eLearning	18
(The Thames Center)	135	Electives	30
Biology	32	Electrical	54, 112
Board		Electronics Technology	55, 111
Of Trustees	3	Emergency/General Policies	179
Bookstore	144	Emergency Medical Technology-Basic	56
Business		Emergency Medical Technology-Parademic ..	114
Administration	32, 69	Engineering	76
And Marketing Management Tech	45, 125	English	76
And Office Technology	46, 99	Entrepreneurship	32
International	32	Exercise Science	33
Management Technology	47	Expenses	13
Campus Police	185	Faculty	18, 192, 195
Career And Technical Education	40	Family And Consumer Science	78
Programs	44	Finance	32
Career-Technical Education	107	Financial Aid	14
Chemistry	32, 72	Foreign	
Class		Language	33
Attendance Policy	19	Student Admission Policy	10
Audits	24	Foundation. <i>See</i> Alumni	
Classification	19	General	
Coaching	33	Education	24
Commercial Truck Driving	110	Educational Development Test (GED)	135
Communications	32, 74	Electives	30
Computer	52	Information	4
Cybersecurity Technology	52	Geography	78
Networking Technology	52, 118	Geology	78
Science	32, 74	Goals Of The College	4
Construction Equipment Operation	49, 104	Grade Regulations	19

Graduation		Physical Therapy	32
Ceremony Fee	14	Veterinary	32
Requirements	24	Precision Machining Technology	126
Graphic Design	33	Professional Staff	191, 194, 195
Graphics And Drawing	78	Psychology	35
Grievance Policy/Complaints	138	Public Relations	32
Health		Refund Policy	14
Physical Education And Recreation	33, 79	Repeated Course Policy	22
Services	144	Residence Hall	
Heating, Ventilation, Air Conditioning, & Refrigeration Tech	97	Information	141
History	34, 78	Respiratory Care Practitioner Technology	128
Of The College	4	Reverse Transfer	11
Honors	25, 79	Science Education	32
Institute For Learning In Retirement	135	Senior Community Service Employment Program (SCSEP)	135
Journalism	32	Sexual Harassment Policy	157
Kinesiology	33	Soar	147
Leadership	81	Social	
Learning And Life Skills	81	Science Education	34
Library	144	Work	35, 95
Mail Service	144	Sociology	93
Management	32	Special	
Marketing	32	Education	33
Mathematics	82	Fees	13
Medical		Populations	42
Laboratory Technology	58, 123	Programs/Activities	20
Radiologic Technology - Radiography	59, 130	Speech	
Military Technology	60, 123	And Theatre	94
Mission Statement	4	Statements Or Bills	14
Modern And Foreign Language	84	Student	
Music		Complaints	153
Applied	84	Conduct	151
Education	34	Organizations And Activities	137
Entertainment Industry	34	Services	137
Foundations	87	Student Rights	26
Major	34	Technology	147
Organization	87	Tobacco Free	181
Non-Discrimination	3	Transcripts	18
Nursing Assistant	42	Transfer Students	10
Open Admissions	7	Tuition And Fees	13
Philosophy And Bible	90	Veteran's Service	11
Physics	91	Voice	34
Plagiarism/Cheating	27	Welding	132
Political Science	92	Withdrawal From College	22
Practical Nursing	60, 62	Wolf Alert	179
Pre-		Work-Based Learning	43, 132
Associate Degree Nursing	34		
Dental	32		
Engineering	34		
Law	35		
Medical	32		
Occupational Therapy	32		
Pharmacy	32		

Wesson Campus Map
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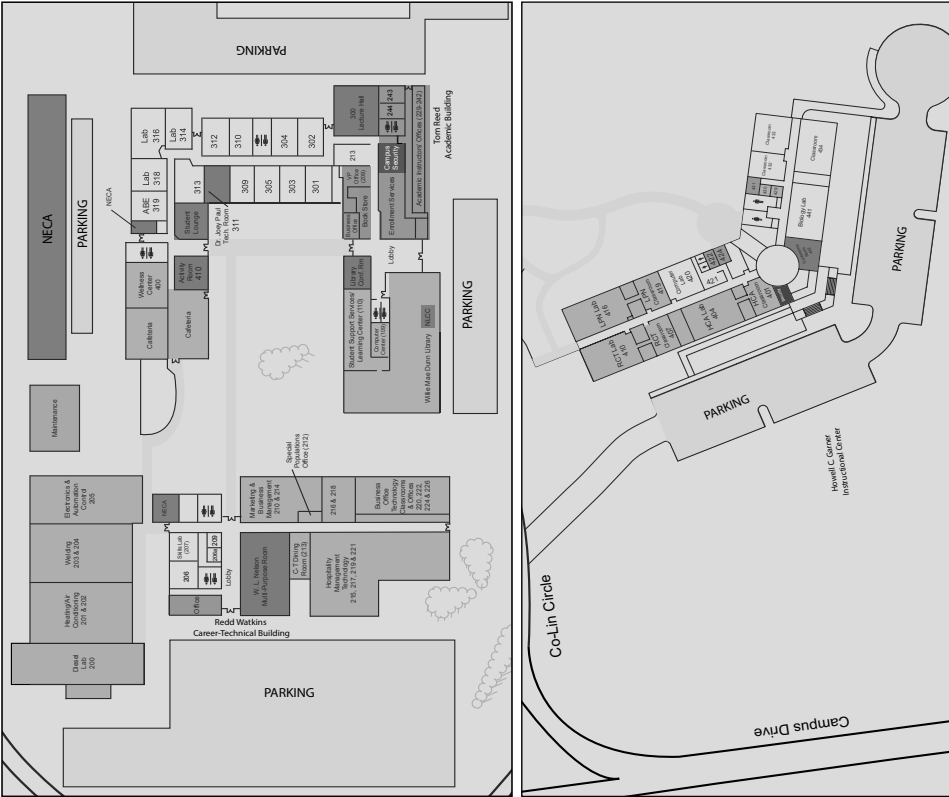


6/2021

Academic Buildings	12. Agnes L. Lewis Fine Arts Building
	13. James H. Smith Hall
	15. Willie H. Smith Hall & Smith Annex
	16. Sandifer Communications Building
	50. Dow Young Instructional Technical Building
Career-Technical Buildings	7. J. L. Foreman Career-Technical Center
	34. J.S. Youngblood Building
	35. Otto Messer Career-Technical Building
	36. Noah Wallace Building
	42. R.E. Anderson Building
Athletic Facilities	30. Early Childhood Technology Building
	11. Graydon L. Miller Gymnasium
	28. Tennis Courts (lower)
	29. Frank Pitts Field House
	30. H.L. Stone Stadium
Support Facilities	1. J.M. Evans Administration Building
	8. W.S. Henley Student Union
	9. Calendar Hall
	18. O'watt Library
	17. Gertrude Murton Building
Residence Halls	16. Sandifer Communications Building
	2. Ellis Honors (Women's Residence Hall)
	4. Lull Stevens Hall & Stevens Annex (Women's Residence)
	5. Copiah Hall (Women's Residence Hall)
	26. Lincoln Hall (Men's Honors Residence Hall)
Other Facilities	3. Fred & Jewett Taylor Chapel
	10. L. Russell Elzey Hall
	14. Baptist Student Union
	19-21, 23. Faculty Housing
	20. Dwyer Faculty Apartments
Service Buildings	39. Dwyer Faculty Apartments
	44. O'watt House (Faculty housing)
	48. Presidents Home
	49. Vice President's Home
	52. O'watt Nature Trail
Service Buildings	40. Dan Watson Maintenance Building & Grounds Maintenance
	41. Dwight Harris Transportation Building

Natchez Campus Map

<http://www.colin.edu/maps>



Administrative Offices

- Vice President's Office
- Business Offices
- Career and Technical Education Office
- Enrollment Services

Career-Technical Education

- Automation and Control Technology
- Business Office Technology Classrooms
- Career-Technical Dining Room
- Diesel Equipment Technology
- Electronics & Automation Control
- Health Care Assistant Classroom and Lab
- Hotel and Restaurant Management Technology LPN Classroom and Lab
- Respiratory Care Classroom and Lab
- Marketing and Business Management
- Welding

Support Facilities

- Bookstore
- Cafeteria
- Computer Center
- Learning Center
- Maintenance
- Special Populations/Students with Disabilities
- Student Support Services
- Study Rooms
- Wellness Center
- Willie Mae Dunn Library

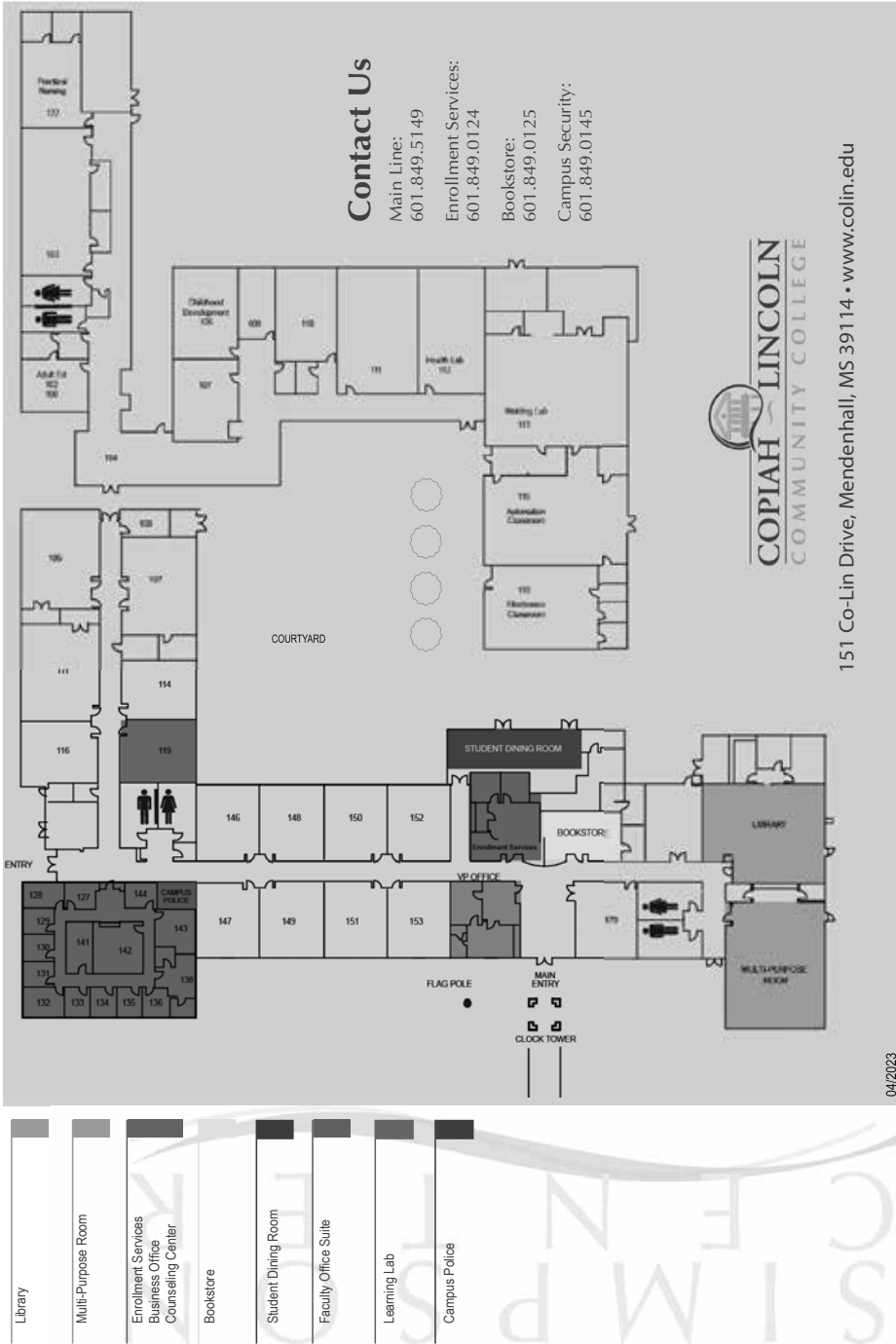
Other Facilities

- Activity Room
- Lecture Hall
- Library/Conference Room
- Natchez Early College Academy
- Natchez Literary & Cinema Celebration Office
- W.L. Nelson Multi-Purpose Room
- Garner Center Conference Room
- Student Lounge

Campus Security

Simpson County Center Map

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