WESTERN TEXAS COLLEGE

2021 - 2022 Catalog

6200 College Avenue
Snyder, Texas 79549-9502

Telephone: 325-573-8511

Admissions: 325-574-7918

Financial Aid: 325-574-7640

Toll Free: 888-468-6982

Website: **wtc.edu**

Athletics Website: **wtcathletics.com**

WTC Foundation & Alumni Website: **wtcalumni.com**

SCURRY COUNTY JUNIOR COLLEGE DISTRICT

An Equal Opportunity Institution

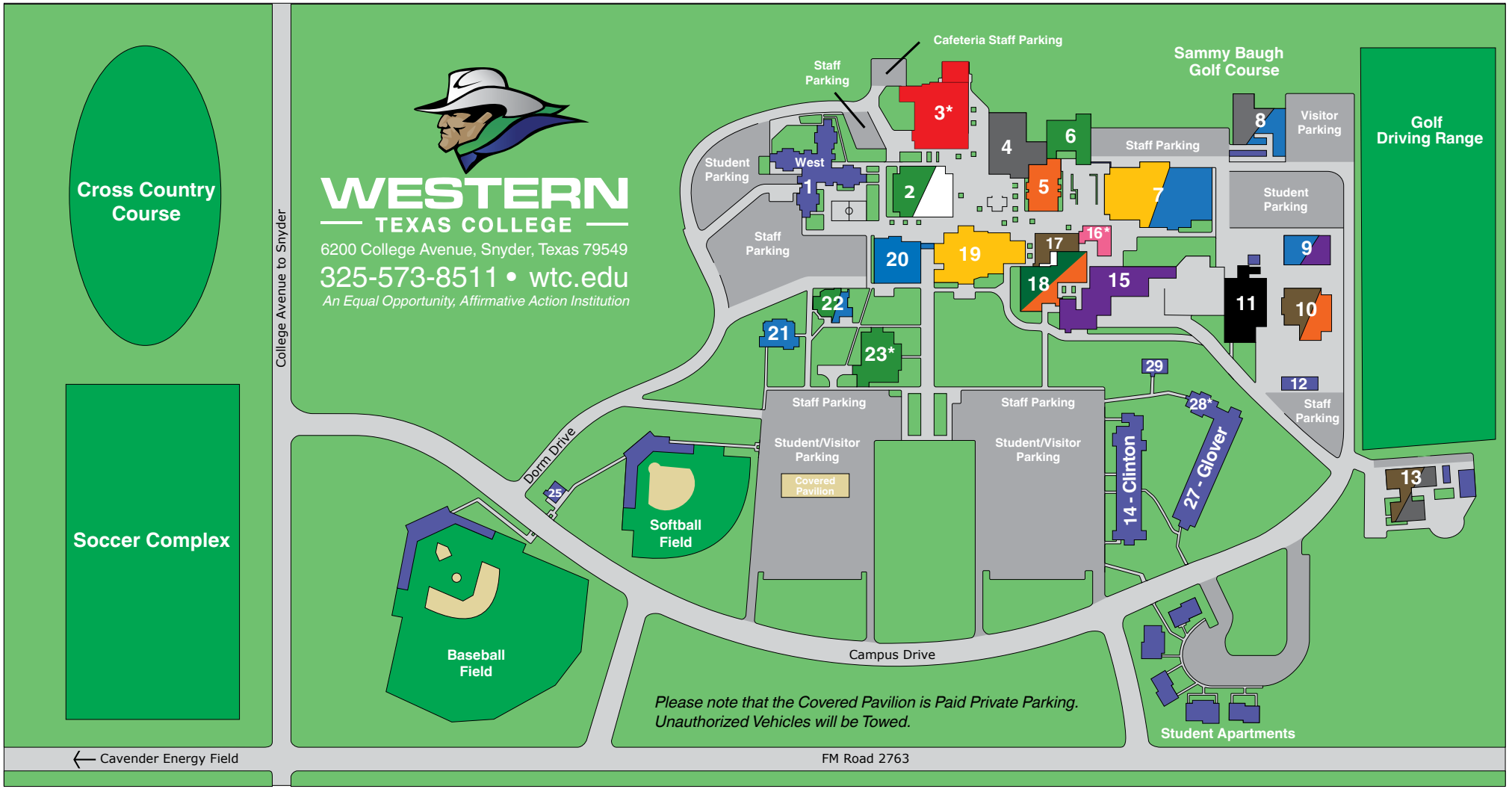
Purpose of Catalog

This catalog is published to provide information about the programs of Western Texas College to students and prospective students. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula, and courses listed in this catalog.

This catalog was prepared in advance of its effective date; therefore, programs and course descriptions may vary from actual program requirements and course content. Thus, the contents of the catalog cannot be considered an agreement or contract between individual students and the college.

The web version of this catalog is considered the official college catalog.

Western Texas College Campus Map



Building Key - Alphabetical

Administration – 22
Admissions – 20
Agriculture – 6
Art Lab – 19
Athletic Director – 7
Athletic Training – 29
Athletics – 7
Auto/Carpentry Shop – 12
Bookstore – 3
Business Office/Cashier – 20
Cafeteria – 3
Chief Financial Officer – 20
Coaches – 7
College Advancement – 15
Computer Labs – 2, 3, 15, 18
Commons – 28
Concession Stand – 25
Counseling and Advising – 2
Dean of CTE – 15
Dean of Institutional Research – 6
Dean of Instructional Affairs – 22
Dean of Students – 22
Dean of Technology – 2
Developmental Education – 5
Dual Credit – 2
Early Childhood Education – 18
English – 17
Faculty Offices – 5
Financial Aid – 20
Foundation Office – 15
Golf Course and Sports Turf Mgmt. – 13
Grounds – 9
Gym/HPE – 7
Health Services – 29
Housing – 14, 27
Human Resources – 15
International Student Services – 2
KGWB Radio – 3
Library – 2
Maintenance – 10
Marketing – 18
Medical/Clinical Assistant* – 16
Payroll – 20
Planetarium – 6
President – 22
Pro Shop – 8
Purchasing – 20
Recruiting – 20
Registrar – 20
Science – 4
Scurry County Museum* – 23
Security – 15
Security Director – 2
Service Center/Mailroom – 2
Student Activities – 3
Student Center* – 3
Student Commons* – 28
Student Support Services – 3
Talent Search – 3
Technology – 2
Theater – 19
TRiO Grants – 3
Tutoring Center – 2
Upward Bound – 3
Vice President & Dean of Students – 22
Visitor Center – 22
Welding – 11
Workforce/CTE –15

Building Key - Numerical

1 – West Hall
2 – LRC/Library
3 – Student Center*
4 – Science
5 – Faculty Offices
6 – Agriculture
7 – Athletics/Gym/HPE
8 – Pro Shop
9 – Grounds
10 – Maintenance
11 – Welding
12 – Auto/Carpentry Shop
13 – Golf Course/Sports Turf Mgmt.
14 – Clinton Hall
15 – Workforce/CTE/HR
16 – Medical/Clinical Assistant*
17 – English
18 – ECE/Marketing
19 – Fine Arts
20 – Palmer Hall
22 – Visitor Center
23 – Scurry County Museum*
25 – Concession Stand
27 – Glover Hall
28 – Student Commons*
29 – Health Clinic

Storm Shelter Location

Mission Statement

Mission Statement:

Western Texas College is committed to excellence as it challenges students to reach their full potential.

The institutional goals of Western Texas College are to:

- Provide quality education for pre-professional, general, career, technical, workforce, and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff, and faculty succeed
- Provide a safe learning environment that encourages and facilitates social, cultural, economic, and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation, and civic responsibility

Courses of Study

Western Texas College offers programs of study that qualify students for the Associate of Arts, Associate of Arts in Teaching, or Associate of Science Degree and junior standing in a senior college or university, and programs that qualify students for the Associate of Applied Science Degree. Programs are also offered that qualify students for certificates of completion which are awarded to students who successfully fulfill the requirements of a program of less than two years' duration.

Since degree requirements of various colleges and universities vary considerably, students preparing for transfer to senior colleges and universities should check carefully the catalog of their chosen institution and confer with the counselors, registrar, or faculty advisor concerning specific courses to be taken at Western Texas College.

In general, all students working toward a Bachelor of Arts Degree will need basically the same courses in the first two years with a few selected electives. Most students planning a Bachelor of Arts degree, and especially those students who are undecided about a major field, are advised to follow a “liberal arts curriculum.”

Recognition and Accreditation

Western Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Questions about the accreditation of Western Texas 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).

The college is also approved by the Texas Higher Education Coordinating Board. Western Texas College is a member of the Texas Association of Community Colleges, and the American Association of Collegiate Registrars and Admissions Officers. Students or prospective students who wish to review accreditation documentation may request this file from the President’s Office.

An Equal Opportunity Institution

Western Texas College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Equal opportunities include, but are not limited to, employment, upgrading, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, and selection for training.

Equal Educational Opportunity

With respect to the admission and education of students, and the availability of student loans, grants, and scholarships, and to student activities conducted on premises owned by the Scurry County Junior College District, WTC shall not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Further, WTC does not discriminate on the basis of gender in the educational programs or activities which it operates, as required by Title IX.

For information about the policies of Western Texas College, contact the Title IX Coordinator, Director of Human Resources at Western Texas College, Snyder, TX, 79549, 325-573-8511, or the Section 504 Coordinator, Director of Human Resources at Western Texas College, Snyder, TX, 79549, 325-573-8511.

In accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794, as amended), college programs and activities shall be conducted in such a manner that no otherwise qualified individual shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any such program or activity.

The Director of Human Resources is the Handicap Compliance Coordinator as well as the Coordinator, Americans with Disabilities Act. Western Texas College is in compliance with the Americans with Disabilities Act. Also, the counselors at Western Texas College may be contacted concerning special courses of study or facilities for the disabled.

A request for special assistance must be directed, in writing, to the Director of Counseling Services, who, in turn, will formulate a procedure for procuring the needed assistance. Students who are physically disabled and are enrolled, or will be enrolled, should contact Texas Department of Assistive and Rehabilitative Services, 1969 Industrial Blvd., Abilene, TX 79602, 325-690-3800.

Western Texas College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act.

Title II states, in part, that *no otherwise qualified disabled individual shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.*

The Director of Human Resources has been designated to coordinate ADA compliance, and complaints should be addressed in writing to that office. A copy of the ADA grievance procedure is posted in the Administration Building.

Students who feel they have been discriminated against on the basis of race, color, national origin, sex, disability or age may file a grievance with the Student Welfare Committee for relief.

The contact person for the grievance procedure is the Vice president & Dean of Student Services.

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2021-2022 CALENDAR
WESTERN TEXAS COLLEGE
ALL DATES SUBJECT TO CHANGE

Fall 2021 (16 weeks)

July 6, Tues	Registration Begins – By appointment only
July 29, Thurs	Deadline for new admissions for Fall semester
August 2, Mon	Residence Halls open
August 3, Tue	Mandatory registration for fall semester 1:00 p.m. – 4:30 p.m.
August 3, Tues	Student Orientation
August 4, Wed	Mandatory registration for fall semester 8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:30 p.m.
August 4, Wed	Student Orientation
August 9, Mon	Welcome Back Faculty
August 9, Mon	Admission Hearings
August 10, Tue	Last day to drop and receive 100% refund – noon deadline
August 10, Tue	Brunch/ Opening Session
August 11, Wed	All classes begin
August 31, Tue	12th class day for fall semester
September 6, Mon	Labor Day holiday – Campus Closed
September 17, Fri	U.S. Constitution Day
October 15, Fri	Professional Development
October 29, Fri	Last day to drop and/or withdrawal at student discretion for fall semester – noon deadline
November 11, Thurs	Veterans Day Celebration
November 17, Wed	Finals for fall semester begin
November 19, Fri	Residence Halls close at 5:00 pm
November 22, Mon	Thanksgiving holiday – campus closed through Friday, November 26
November 30, Tues	Finals for fall semester end
December 2, Thurs	Fall Grades Due by 8:00 a.m.
December 9, Thurs	Admission Hearings for the Spring Semester
December 13, Mon	Christmas holiday – campus closed and reopens Tuesday, January 4

Fall Flex 2021 (8 weeks)

September 8, Wed	Deadline for new admissions for Fall Flex
September 15, Wed	Fall Flex registration begins
September 30, Thurs	Last day to register for Fall Flex
September 30, Thurs	Last day to drop and receive 100% refund Fall Flex – noon deadline
October 4, Mon	Fall Flex classes begin
October 12, Tues	Census Day
November 15, Mon	Last day to drop and/or withdrawal at student discretion for Fall Flex semester – noon deadline
November 30, Tues	Fall Flex classes end
December 2, Thurs	Fall Flex Grades Due by 8:00 a.m.

Mid Winter 2021-2022 (5 weeks)

October 25, Mon	Mid Winter registration begins
December 6, Mon	Deadline for new admissions for Mid Winter
December 6, Mon	Last day to register for Mid Winter
December 6, Mon	Last day to drop and receive 100% refund for Mid Winter – noon deadline
December 7, Tue	Mid Winter classes begin
December 10, Fri	Census Date
January 4, Tue	Last day to drop and/or withdraw at student discretion – noon deadline
January 6, Thurs	Mid Winter classes end
January 7, Fri	Mid Winter Grades Due by 8:00 am

Spring 2022 (16 weeks)

November 10, Wed	Pre-registration for spring 2022 semester begins
January 4, Tue	Campus Opens – Welcome Back Faculty and Staff
January 4, Tue	Deadline for new admissions for spring semester
January 6, Thurs	In-service begins – Opening Session
January 7, Fri	Residence Halls open
January 10, Mon	Mandatory registration for spring semester – 1:00 pm to 4:30 pm
January 11, Tue	Mandatory registration for spring semester – 1:00 pm to 4:30 pm
January 11, Tue	Last day to drop and receive 100% refund for spring – noon deadline
January 12, Wed	All classes begin
February 1, Tue	12th Class day for spring semester
March 1, Tue	Texas Girls In STEM Day
March 11, Fri	Residence Halls close

March 14, Mon	Spring Break – campus closed through Friday, March 18
March 20, Sun	Residence Halls open
March 21, Mon	Classes resume
April 15, Fri	Good Friday holiday – Campus Closed
April 18, Mon	Pre-registration for fall semester 2022
April 20, Wed	Last day to drop and/or withdraw at student discretion for spring semester – noon deadline
April 22, Fri	Student Awards Day
April 27, Wed	Finals for spring semester begin
May 2, Mon	Finals for spring semester end
May 2, Mon	Campus Begins 4-Day Workweek
May 3, Tue	Commencement 10:00 am at the Coliseum
May 3, Tue	Residence halls close at noon
May 3, Tue	Faculty/Staff Professional development
May 4, Wed	Faculty/Staff Professional development
May 4, Wed	Spring Grades Due by 8:00 am
May 5, Thurs	Faculty/Staff Professional development

Spring Opportunity Session 2022 (8 weeks)

February 7, Mon	Deadline for new admissions for Spring Opportunity Session
February 14, Mon	Registration for Spring Opportunity Session
February 28, Mon	Last day to register for Spring Opportunity Session
March 3, Thurs	Last day to drop and receive 100% refund for Spring Opportunity Session – noon deadline
March 7, Mon	Spring Opportunity Session classes begin
March 22, Tue	Census Date
April 20, Wed	Last day to drop and/or withdrawal at student discretion – noon deadline
April 27, Wed	Finals for Spring Opportunity Session begin
May 2, Mon	Finals for Spring Opportunity Session end
May 4, Wed	Spring Opportunity Session Grades Due by 8:00 am

Maymester 2022 (4 weeks)

March 31, Thurs	Registration for Maymester
April 11, Mon	Deadline for new admissions for Maymester
April 25, Mon	Last day to register for Maymester
May 4, Wed	Last day to drop and receive 100% refund for Maymester – noon deadline
May 5, Thurs	Maymester classes begin
May 10, Tue	Census Date
May 19, Thurs	Last day to drop and/or withdraw at student discretion – noon deadline
May 25, Wed	Maymester classes end
May 26, Thurs	Maymester Grades Due by 8:00 am

Summer I - May 31, 2022 – July 5, 2022 (6 weeks)

March 31, Thurs	Registration for 1st summer session
May 5, Thurs	Deadline for new admissions for 1st summer session
May 19, Thurs	Last day to register for 1st summer session
May 26, Thurs	Last day to drop and receive 100% refund for 1st summer session – noon deadline
May 30, Mon	Memorial Day holiday – Campus Closed
May 31, Tue	Classes begin for 1st Summer Session
June 6, Mon	Census Date
June 29, Wed	Last day to drop and/or withdraw at student discretion for 1st summer session – noon deadline
July 5, Tue	Finals and end of 1st summer session
July 6, Wed	1st Summer Session Grades Due by 8:00 am

Summer II - July 7, 2022 – August 8, 2022 (6 weeks)

March 31, Thurs	Registration for 2nd summer session
May 31, Tue	Deadline for new admissions for 2nd summer session
June 27, Mon	Last day to register for 2nd summer session
July 4, Mon	Independence Day holiday – Campus Closed
July 6, Wed	Last day to drop and receive 100% refund for 2nd summer session – noon deadline
July 7, Thurs	Classes begin for 2nd summer session
July 13, Wed	Census Date
August 1, Mon	Campus last 4-day workweek
August 2, Tue	Last day to drop and/or withdraw at student discretion for 2nd summer session – noon deadline
August 8, Mon	Finals and end of 2nd summer session
August 9, Tue	2nd Summer Session Grades Due by 8:00 am

Final Exam Schedule

*If a student has more than two finals scheduled for the same day, that student may request that one of the finals be moved to another day.

Final exams may not be taken earlier than the scheduled exam time. Students who travel must keep this in mind when making travel arrangements.

Fall 2021 Final Exam Schedule - TBA

Class Meeting Time	Examination Time
Wednesday, November 17	
MW 8:00	8:00 – 10:00 a.m.
MW 9:00 or 9:25	10:15 a.m. – 12:15 p.m.
MW 10:00 or 10:50	12:45 – 2:45 p.m.
MW 12:00 or 12:35	3:00 – 5:00 p.m.
M Night Class	6:00 – 8:00 p.m.
W Night Class	6:00 – 8:00 p.m.
Thursday, November 18	
TR 8:00	8:00 – 10:00 a.m.
TR 9:00 or 9:25	10:15 a.m. – 12:15 p.m.
TR 10:00 or 10:50	12:45 – 2:45 p.m.
TR 11:00	3:00 – 5:00 p.m.
T Night Class	6:00 – 8:00 p.m.
R Night Class	6:00 – 8:00 p.m.
Friday, November 19	
MW 11:00	8:00 – 10:00 a.m.
BIOL 2101 Lab	8:00 – 10:00 a.m.
TR 12:00 or 12:35	10:15 a.m. – 12:15 p.m.
BIOL 2101 Lab	10:15 a.m. – 12:15 p.m.

Spring 2022 Final Exam Schedule - TBA

Class Meeting Time	Examination Time
Tuesday, April 26	
Tuesday Labs	2:00 – 4:00 p.m.
T Night class	6:00 – 8:00 p.m.
Wednesday, April 27	
MW 8:00	8:00 – 10:00 a.m.
MW 9 or 9:25	10:15 a.m. – 12:15 p.m.
MW 12:00 or 12:35	12:45 – 2:45 p.m.
M and W Labs	3:00 – 5:00 p.m.
M and W Night Classes	6:00 – 8:00 p.m.
Thursday, April 28	
TR 8:00	8:00 – 10:00 a.m.
TR 9:00 or 9:25	10:15 a.m. – 12:15 p.m.
TR 11:00	12:45 – 2:45 p.m.
R Labs	3:00 – 5:00 p.m.
R Night Classes	6:00 – 8:00 p.m.
Friday, April 29	
TR 10:00 or 10:50	8:00 – 10:00 a.m.
TR 12:00 or 12:35	10:15 a.m. – 12:15 p.m.
Monday, May 2	
MW 11:00	8:00 – 10:00 a.m.
MW 10:00 or 10:50	10:15 a.m. – 12:15 p.m.

Organization of College

Board of Trustees

Eddie Peterson ..... President
Jay Kidd ..... Vice President
Drew Bullard ..... Secretary
Mike McWilliams ..... Member
Amy Hargrove ..... Member
Tim Riggan ..... Member
Jason West ..... Member

Administrative Officers

Beebe, Barbara, A.A., B.S., M.B.A., Ph.D. ..... President
Ralph Ramon, B.S., M.Ed. ..... Vice President and Dean of Student Services
Patricia Claxton, B.B.A. ..... Chief Financial Officer
Emily Powell, A.A., A.A.S., B.S. ..... Dean of Technology & Information Security
Britt Canada, B.S., M.S., M.A. ..... Dean of Institutional Research and Effectiveness
Stephanie Ducheneaux, B.S., M.S. ..... Dean of Instructional Affairs
Tammy Davis, B.S. ..... Athletic Director
Shawn Fonville, A.A., B.A., M.A., M.Ed. ..... Dean of Career and Technical Education

Administration and Faculty

ANDERSON, ALICIA, Director of Dual Credit
B.S., M.Ed., Angelo State University
AVILA, MELISSA, Coach, Volleyball
B.S., Dickinson State University; M.A., Hastings College
BEEBE, BARBARA, President
A.A., Berkshire Community College; B.S., Southern Vermont College; M.B.A., University of Massachusetts in Amherst; Ph.D., Capella University
BRUMBELOW, MITCH, Instructor, Science Labs
A.A., Western Texas College; B.S., Texas Tech University
CANADA, BRITT, Dean of Institutional Research and Effectiveness
B.S., M.S., West Texas State University; M.A., University of Texas at Dallas
CALHOUN, MITCH, Director of Purchasing and Compliance
B.S., Portland State University
CAMPOS, RAUL, Instructor, Horticulture
CARTER, BRAD, Assistant Professor, Psychology/Sociology
B.A., M.A., Texas Tech University
CASWELL, LAURA, Director of Counseling & Advising
A.A., Cisco College; B.S., M.Ed., Tarleton State University
CALLEY, BRANDYL, Website Coordinator
M.S., B.S., Texas Tech University
CLAXTON, PATRICIA, Chief Financial Officer
B.B.A., McMurry University
COLVIN, JESSICA, Assistant Professor, Agriculture
A.A., Western Texas College; B.S., M.S., Texas Tech University
COOK, KELLY, Golf Coach, Men's and Women's
B.A., General Business, Lubbock Christian University
DAVIS, TAMMY, Athletic Director
B.S., Texas Tech University
DENNISON, CODY, Instructor, Horticulture
B.S., M.S., Texas A&M University
DEVER, JERRY, Assistant Professor, Psychology; Division Chair for Communications and Behavioral Sciences
B.A., M.S., Angelo State University
DUCHENEAUX, STEPHANIE, Dean of Instructional Affairs
B.S., Southwestern University; M.S., West Texas A&M University
EDWARDS, CHRIS, ProShop Director
FANCHER,JIMMY, Director of Library Services
A.A.S. Western Texas College; B.S., M.S. Texas A&M-Commerce; M.S. University of North Texas
FAHNTRAPP, DANA, Instructor, Petroleum Technology
A.A, Western Texas College, B.S., Texas Tech University

FAIR, RICHARD, History Instructor
A.A.S., Texas State Technical College-Waco; B.A., Baylor University; M.A., Baylor University; J.D., Texas A&M School of Law
FONVILLE, SHAWN, Dean of Career and Technical Education
A.A., Delmar College; B.A., University of Texas at Austin; M.A., Texas State University; M.Ed., Texas Tech University
GRAF, MELANIE, Assistant Professor, English
A.A., Western Texas College; B.A., Texas Tech University; M.A., Tarleton State University
GREEN, KEELY, Assistant Professor, Math
B.S., University of Texas at Arlington; M.S., Texas Tech University
HALE, SHEILA, Foundation and Event Coordinator
A.A., Western Texas College
HARDY, MATT, Coach, Men's Basketball
B.S., M. Ed., William Carey University
HARTY, JOHN. D., Prison Education Advisor
A.A., Los Angeles Community College; B.S., Troy State University; M.A., Webster University
HEFFLINGER, WILLIAM, Assistant Professor, Education & Kinesiology; Division Chair for Arts and Social Sciences
A.A., College of the Siskiyous; B.A., York College; M.S., Azusa Pacific University.
HERNANDEZ, NANCY, Assistant Housing Director
HICKS, GARRETT, Assistant Professor, Math
B.S., M.S., Tarleton State University
HINOJOSA, VICTOR, Government Instructor
B.A., Texas A&M University in Corpus Christi; M.A., American Military University
HINTON, MISTY, Instructor, Early Childhood Education
B.S., M.Ed., Texas Tech University
HOLDER, FLOYD, Associate Professor, Government/Geography
B.S., M.P.A., Texas State University; M.A., M.S., Texas Tech University
HOWINGTON, DONNA, Instructor, Math
A.A. Western Texas College, B.A.S. Abilene Christian University, M.Ed University of Texas Arlington
JAZEXHIU, ELTON, Coach. Men's Soccer
B.A., Brigham Young University
JAZEXHIU, JESSICA, Director of International Student Services
B.A., Brigham Young University
JOHNSON, DENNIE, Instructor, English
B.A., American Military University; M.L.A. University of St. Thomas Houston.
KELLER, BRAD, Director of Human Resources
A.S., Utah Valley Community College; B.A., Utah Valley University; M.P.A., Brigham Young University
KELLY, CANDIS, Instructor, Computer Maintenance & Repair
A.A.S., A,.A., Western Texas College
KNIPE, COREY, Director of Student Activities
A.A., Western Texas College; B.A., Texas State University; M.A., Angelo State Univeristy
KRUM, CLARISSA, Coach, Women’s Basketball
A.A., Howard College; B.S. Howard Payne University; M.S., Newman University
KUHN, DEBORAH, Instructor, Biology
B.S., Ph.D., The University of South Florida
LAFON, DUSTIN, Director of Correctional Officer In-Service Training
LAWSON, ISRELL, College Relations Coordinator & Recruiter
A.A.S., Le Cordon Bleu College of Culinary Arts, Austin
LEWIS, JULIA, Director of Talent Search
B.A.A., Midwestern State University; M.L., Lubbock Christian University
DAVID MADORE, Assistant Housing Director
MASON, SYLVIA, Assistant Professor, Biology
B.S., Texas TechUNIVERSITY; M.S., Hardin-Simmons University; M.S., Texas Tech University
McNARY, ROME, Coach, Softball
B.S., Texas Wesleyan University
MEDINA, RICHARD, Instructor, Physics
B.S., Universidad Nacional Mayor de San Marcos, Peru; M.S. Ph.D., University of Texas El Paso
MENIX, RACHAEL, Director of Upward Bound
A.A., Western Texas College; B.A., University of Texas of the Permian Basin; M.S., Lubbock Christian University
MILLER, GARY, Head Baseball Coach
MITCHELL, MARGO, Director of Workforce Development
B.A., University of Texas at Austin
MORRIS, DONNA, Registrar
A.A. Western Texas College
MORROW, MARJANN, Controller
A.A., Western Texas College; B.S., University of North Texas

NEWTON, RAY, Professor, Drama
B.S., Southern Missouri State University; M.A., University of Arkansas
NEWTON, TERESA, Assistant Professor, Speech
B.A., Texas Wesleyan College; M.A., University of Arkansas
PALMER, TRINT, Head Athletic Trainer
B.S., M.Ed., Tarleton State University
POWELL, EMILY, Dean of Technology & Information Security
A.A, Western Texas College; A.A.S., Texas State Technical College; B.S., Capella University
RAMON, RALPH, Vice President and Dean of Student Services
B.S., M.Ed., Sul Ross State University
REDWINE, JAMIE, Director of Safety and Security
RHODES, GREG, Coach, Men's and Women's Rodeo
A.A.S., Western Texas College; B.S., New Mexico State University
ROBLES, ANGEL, Coach, Women's Soccer
B.S., Texas A&M International University
ROLAND, LAURIE, Instructor, Medical/Clinical Assistant
B.S.N., Texas Tech University
RUSSELL, AVA, Associate Professor, Math; Division Chair for Online Adjunct Instruction
A.A.S., South Plains College; B.S., University of Texas of the Permian Basin; M.A., Ed.D., Texas Tech University
SANDS, LORENZO, Director of Marketing
B.A., St. Mary's University
SCATES, GERON, Radio Station Manager/ Associate Professor, Mass Communication
B.A. Ed., Olivet Nazarene University; M. Ed., Sul Ross State University; Ed.D., Texas Tech University
SCHNEIDER, PATRICK, Instructor, Art
B.F.A., Texas Tech University; M.F.A., Southern Methodist University
SEWELL, DONALD, Associate Professor, Business/Economics
B.B.A., Midwestern State University; M.B.A., Strayer University
SIDES, TEVIAN, Director of Financial Aid
B.B.A., Tarleton State University
SMITH, BRYTON, Instructor, Welding
A.A.S., Western Texas College
SMITH, N.C., Assistant Professor, History/Government/Economics
B.A., University of Texas of the Permian Basin; M.Ed., Sul Ross State University: M.A. Northern Arizona University
STEWART, JEFFREY, Instructor, Welding
A.A.S., Western Texas College
STRAWN, TONY, Electrical Lineman Technology Instructor
WIGGINS, DARLA, Coliseum General Manager
WILLIAMS, JAMES, Coach, Track & Field, Cross Country
B.S., M.S., Southeast Missouri State University
WILLIAMS, TERRI, Director, Student Support Services grant
A.A., Western Texas College; B.I.T. & M.Ed, AIU Intercontinental University

Degree Plans

Western Texas College offers four two-year college degrees—the Associate of Arts (AA) Degree, the Associate of Science (AS) Degree, the Associate of Applied Science (AAS) Degree, and the Associate of Arts in Teaching (AAT) Degree to students who complete graduation requirements.

Associate of Arts Degree or Associate of Science Degree

An Associate of Arts degree (AA) or Associate of Science degree (AS) is awarded to students who successfully complete an approved curriculum of a minimum of 60 hours of specific academic coursework intended to transfer to four-year universities. The courses consist primarily of an essential 42-hour core curriculum that provides the basic skills and broad-based education needed by most students. The core curriculum is described on **page 14** of this catalog. The remainder of the 60-hour program is adapted for each student to provide the best transfer possible to the student's intended university. Students should have a degree plan prepared by the Counseling & Advising Office or major advisor in the first semester of enrollment or at any time the intended major or intended university changes.

Associate of Arts in Teaching Degree

An Associate of Arts in Teaching degree (AAT) is awarded to students who successfully complete an approved curriculum of a minimum of 60 hours of specific academic coursework intended to transfer to four-year university programs in education. The courses include the basic 42-hour core curriculum described on **page 14** with additional courses in education, math, science, and/or the intended teaching content area. Students should request a degree plan prepared for them in the Counseling and Advising Office or by their major advisor during the first semester at WTC or at any other point that the student makes a decision to enter the field of education. The degree plan will be adapted according to the student's intention to teach either early childhood through grade 4, Grades 4-8, Grades 8-12, or in an all-level area such as Physical Education, Music, Art, or Special Education.

Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is a two-year undergraduate degree similar to the Associate of Arts (AA) and the Associate of Science (AS) degree. It is offered at most community colleges, technical colleges and vocational schools, as well as a few bachelor's degree-granting colleges and universities. Unlike AA and AS degrees, which are designed primarily as transfer degrees, the AAS degree is designed for students who intend to enter the workforce immediately following graduation from their program. Consequently, most AAS degree programs require students to choose an area of emphasis or specialty early on in the program so they are adequately prepared for entry-level career positions within a specific field upon graduation. While some students who earn an AAS degree may transfer to a four-year college or university to pursue a bachelor's degree, it's important to note that some AAS courses are not granted transfer equivalency credit, nor will they fulfill the general education requirements of a bachelor's degree program. If a four-year college degree is in your future, it is more advantageous to earn an AA or AS degree from a regionally accredited community college, or a community college that has established articulation agreements with four-year institutions.

Core Curriculum Certificate

A Core Curriculum Certificate is awarded to students upon successful completion of the required 42 hour core curriculum.

Certificate

A certificate is awarded to students who successfully complete the requirements as outlined in certificate programs.

General Requirements for Graduation

1. Meet the entrance requirements of the college.
2. Earn at least 60 semester hours of college credit.
3. Complete the Core Curriculum for all degrees except Associate of Applied Science. *
4. Complete required Freshmen Seminar Requirement (EDUC 1300). **
5. For all AA, AAT, or AS degree programs, earn at least 15 semester hours of residence credit at Western Texas College, not including credit by examination. The number of hours of residence credit required in the Associate of Applied Science Degree programs will always be a minimum of 25% of the total degree program. Twelve of these must be of sophomore rank. Earn at least 30% of the hours required for a certificate program through Western Texas College, excluding credit by examination. (Any deviation from the above must be approved by the Dean of Instructional Affairs.)
6. Earn a grade point average of 2.0 in all courses attempted. A 2.0 grade point average must be made on work done at Western Texas College.
7. Make a formal application for graduation during the first nine weeks of the semester in which the student intends to graduate.
8. Meet all financial obligations to the college.
9. Complete requirements of the "Texas Success Initiative" (**see page 76**).
10. Pay a one time graduation fee of $50 on or before October 31 for the fall semester and March 31 for the spring semester.

*This requirement may be waived for transfer students using course equivalencies for Core Curriculum obligations.
**New or transfer students who are TSI met in all three areas and have shown success in college level coursework may be exempted from this requirement.

Basic Degree Plan - Student Transfer to a 4 Year Institution

Freshman Year		Sophomore Year	
Fall Semester	**Spring Semester**	**Fall Semester**	**Spring Semester**
English 1301	English 1302 or English 2311	Language, Philosophy, Culture	Government 2306
History 1301	History 1302	Government 2305	Social and Behavioral Science
Component Area Option	Mathematics	Natural Science	Natural Science
Elective/Major	Creative Arts	Elective/Major	Communication
Elective/Major	Elective/Major	Elective/Major	
15 Semester Hours	15 Semester Hours	16 Semester Hours	13 Semester Hours

TOTAL HOURS - 60 Semester Hours

Western Texas College Core Curriculum

Communication Foundational Component Area (6 SCH)

One course from the following:

- ENGL 1302 Composition II (3 SCH)
- ENGL 2311 Technical & Business Writing (3 SCH)

One course from the following:

- SPCH 1315 Public Speaking (3 SCH)
- SPCH 1318 Interpersonal Communication (3 SCH)
- SPCH 1321 Business and Professional Speaking (3 SCH)
- COMM 1307 Introduction to Mass Communication (3 SCH)

Mathematics Foundational Component Area (3 SCH)

One course from the following:

- MATH 1314 College Algebra (3 SCH)
- MATH 1316 Plane Trigonometry (3 SCH)
- MATH 1414 College Algebra (4 SCH)
- MATH 1324 Mathematics for Business and Social Sciences I (3 SCH)
- MATH 1332 Contemporary Mathematics I (3 SCH)
- MATH 1342 Elementary Statistical Methods (3 SCH)
- MATH 1442 Elementary Statistical Methods (4 SCH)
- MATH 2313 Calculus I (3 SCH)
- MATH 2413 Calculus I (4 SCH)

Life and Physical Sciences Foundational Component Area (6 SCH)

Two courses from the following:

- AGRI 1415 Horticulture (4 SCH)
- BIOL 1306 Biology for Science Majors I (3 SCH)
- BIOL 1307 Biology for Science Majors II (3 SCH)
- BIOL 1311 General Botany (3 SCH)
- BIOL 1313 General Zoology (3 SCH)
- BIOL1406 Biology for Science Majors I (4 SCH)
- BIOL1407 Biology for Science Majors II (4 SCH)
- BIOL 1408 Biology for Non-Science Majors I (4 SCH)
- BIOL 1409 Biology for Non-Science Majors II (4 SCH)
- BIOL 1411 General Botany (4 SCH)
- BIOL 1413 General Zoology (4SCH)
- BIOL 2301 Anatomy & Physiology I (3 SCH)
- BIOL 2302 Anatomy & Physiology II (3 SCH)
- BIOL 2306 Environmental Biology (3 SCH)
- BIOL 2401 Anatomy and Physiology I (4 SCH)
- BIOL 2402 Anatomy and Physiology II (4 SCH)
- BIOL 2406 Environmental Biology (4 SCH)
- CHEM 1405 Introduction to Chemistry I (4 SCH)
- CHEM 1311 General Chemistry I (3 SCH)
- CHEM 1312 General Chemistry II (3 SCH)
- CHEM 1411 General Chemistry I (4 SCH)
- CHEM 1412 General Chemistry II (4 SCH)
- GEOG 1301 Physical Geography (3 SCH)
- GEOL 1301 Earth Sciences for Non-Science Majors I (3 SCH)
- GEOL 1302 Earth Sciences for Non-Science Majors II (3 SCH)

GEOL 1401 Earth Sciences I (4 SCH)
GEOL 1402 Earth Sciences II (4 SCH)
GEOL 1447 Meteorology (4 SCH)
PHYS 1301 College Physics I (3 SCH)
PHYS 1302 College Physics II (3 SCH)
PHYS 1401 College Physics I (4 SCH)
PHYS 1402 College Physics II (4 SCH)
PHYS 1403 Stars & Galaxies (4 SCH)
PHYS 1415 Physical Science I (4 SCH)
PHYS 1417 Physical Science II (4 SCH)
PHYS 2325 University Physics I (3 SCH)
PHYS 2326 University Physics II (3 SCH)
PHYS 2425 University Physics I (4 SCH)
PHYS 2426 University Physics II (4 SCH)

Language, Philosophy & Culture Foundational Component Area (3 SCH)

One course from the following:

ENGL 2322 British Literature (3 SCH)
ENGL 2332 World Literature I (3 SCH)
ENGL 2326 American Literature (3 SCH)
ENGL 2341 Dramatic Literature I (3 SCH)
HIST 2311 Western Civilization I (3 SCH)
HIST 2321 World Civilizations I (3 SCH)
PHIL 2306 Introduction to Ethics (3 SCH)

Creative Arts Foundational Component Area (3 SCH)

One course from the following:

ARTS 1301 Art Appreciation (3 SCH)
DRAM 1310 Introduction to Theater (3 SCH)
DRAM 2366 Development of the Motion Picture (3 SCH)
MUSI 1306 Music Appreciation (3 SCH)

American History Foundational Component Area (6 SCH)

Mandatory course:

HIST 1301 United States History I (3 SCH)

One course from the following:

HIST 1302 United States History II (3 SCH)
HIST 2301 Texas History (3 SCH)

Government / Political Science Foundational Component Area (6 SCH)

Mandatory courses:

GOVT 2305 Federal Government (3 SCH)
GOVT 2306 Texas Government (3 SCH)

Social and Behavioral Sciences Foundational Component Area (3 SCH)

One course from the following:

AGRI 2317 Agriculture Economics (3 SCH)
ECON 1301 Introduction to Economics (3 SCH)
ECON 2301 Principles of Macroeconomics (3 SCH)
GEOG 1303 World Regional Geography (3 SCH)
PSYC 2301 General Psychology (3 SCH)
PSYC 2314 Lifespan Growth and Development (3 SCH)
SOCI 1301 Introduction to Sociology (3 SCH)
SOCI 1306 Social Problems (3 SCH)

Component Area Option (6 SCH)

Mandatory:

ENGL 1301 Composition I (3 SCH)

Three hours from the following:

MATH 1350 Mathematics for Teachers I (3 SCH)
EDUC 1300 Learning Frameworks (3 SCH)
or PSYC 1300 Learning Frameworks (3 SCH)
or PHED 1301 Introduction to Physical Fitness (3 SCH)
or PHED 1338 Concepts of Physical Fitness
or SOCI 2340 Drug Use & Abuse

Costs

Tuition and Fees

Enrollment in courses is not guaranteed until all fees have been paid. Cash, check, MasterCard, Discover, American Express, or Visa may be used for payment. Students dropped for non-payment are not guaranteed a seat, and re-enrollment carries a $200.00 fee.

PUBLICATION OF THESE FEES DOES NOT CONSTITUTE A PRICE CONTRACT
For the Lineman Program Tuition and Fees, please refer to page 17.

Tuition and Fees

IN-DISTRICT (Scurry County Residents) (TUITION $61 PER HOUR)

HOURS	TUITION	GENERAL	TOTAL
1	61	38	99
2	122	76	198
3	183	114	297
4	244	152	396
5	305	190	495
6	366	228	594
7	427	266	693
8	488	304	792
9	549	342	891
10	610	380	990
11	671	418	1089
12	732	456	1188
13	793	494	1287
14	854	532	1386
15	915	570	1485

OUT-OF-DISTRICT (TUITION $105 PER HOUR)

HOURS	TUITION	GENERAL	TOTAL
1	105	41	146
2	210	82	292
3	315	123	438
4	420	164	584
5	525	205	730
6	630	246	876
7	735	287	1022
8	840	328	1168
9	945	369	1314
10	1050	410	1460
11	1155	451	1606
12	1260	492	1752
13	1365	533	1898
14	1470	574	2044
15	1575	615	2190

OUT-OF-STATE & FOREIGN RESIDENTS (TUITION $137 PER HOUR $465 MIN.)

HOURS	TUITION	GENERAL	TOTAL
1	465	41	506
2	465	82	547
3	465	123	588
4	548	164	712
5	685	205	890
6	822	246	1068
7	959	287	1246
8	1096	328	1424
9	1233	369	1602
10	1370	410	1780
11	1507	451	1958
12	1644	492	2136
13	1781	533	2314
14	1918	574	2492
15	2055	615	2670

Total does not include lab fees, extension fees, or books.

Lineman Program Tuition and Fees

Enrollment in courses is not guaranteed until all fees have been paid. Cash, check, MasterCard, Discover, American Express, or Visa may be used for payment. Students dropped for non-payment are not guaranteed a seat, and re-enrollment carries a $200.00 fee.

PUBLICATION OF THESE FEES DOES NOT CONSTITUTE A PRICE CONTRACT

Lineman Program Tuition and Fees

IN-DISTRICT (Scurry County Residents) (TUITION $61 PER HOUR)

HOURS	TUITION	LM TUITION	GENERAL	TOTAL
1	61	76	38	175
2	122	152	76	350
3	183	228	114	525
4	244	304	152	700
5	305	380	190	875
6	366	456	228	1050
7	427	532	266	1225
8	488	608	304	1400
9	549	684	342	1575
10	610	760	380	1750
11	671	836	418	1925
12	732	912	456	2100
13	793	988	494	2275
14	854	1064	532	2450
15	915	1140	570	2625

OUT-OF-DISTRICT (TUITION $105 PER HOUR)

NON-SCURRY COUNTY TEXAS RESIDENT (TUITION $105 PER HOUR)

HOURS	TUITION	LM TUITION	GENERAL	TOTAL
1	105	76	41	222
2	210	152	82	444
3	315	228	123	666
4	420	304	164	888
5	525	380	205	1110
6	630	456	246	1332
7	735	532	287	1554
8	840	608	328	1776
9	945	684	369	1998
10	1050	760	410	2220
11	1155	836	451	2442
12	1260	912	492	2664
13	1365	988	533	2886
14	1470	1064	574	3108
15	1575	1140	615	3330

OUT-OF-STATE & FOREIGN RESIDENTS (TUITION $137 PER HOUR $465 MIN.)

HOURS	TUITION	LM TUITION	GENERAL	TOTAL
1	465	76	41	582
2	465	152	82	699
3	465	228	123	816
4	548	304	164	1016
5	685	380	205	1270
6	822	456	246	1524
7	959	532	287	1778
8	1096	608	328	2032
9	1233	684	369	2286
10	1370	760	410	2540
11	1507	836	451	2794
12	1644	912	492	3048
13	1781	988	533	3302
14	1918	1064	574	3556
15	2055	1140	615	3810

Total does not include lab fees, extension fees, or books.

Other Fees

Course Re-Enrollment Fee (dropped for non payment) $200
Distance Learning Fee ..... $25 per credit hour
Graduation Fee $50
Health Services Fee $40
Independent Study Fee ..... $75 per course
International Mailing Fee $30
International Student Application Fee $100
Mailing diplomas $10
Repeat Course Fee ..... $80 per credit hour
Workforce Education Building Use Fee (includes Campus, Opportunity Center, and College on the Square):
Based on course hours
7-10 hr. course ..... $5 per student
11-20 hr. course. ..... $10 per student
21-30 hr. course. ..... $15 per student
31-40 hr. course ..... $20 per student
41-plus hr. course ..... $25 per student

Laboratory Fees:

All Welding Sections $95

All other course lab fees will range from $8 to $24.

Materials Fees:
PTRT 1301 ..... $55
PTRT 1309 ..... $40
PTRT 1313 ..... $40
POFM 2310 ..... $180
HPRS 2331 ..... $180

The Business Office is responsible for collecting tuition and fees. Other lab fees may be assessed, or current fees adjusted, as necessary, with the approval of the president of the college.

Other Charges: A $30 returned check fee is levied per occurrence for any reason other than bank error.

Insurance coverage is required for students enrolling in the Welding, Golf/Landscape Technology, Petroleum, and Electrical Lineman Training programs. Students may obtain insurance through the college, or provide evidence of personal health/accident insurance. For more information, contact the Vice President and Dean of Student Services.

MasterCard, Visa, Discover or American Express are accepted. Students should know their credit limits. An ATM is located just outside the Bookstore in the Student Center (building 3).

Repeat Course Fee

Students who are enrolling in a class for the third or more time will be charged an additional $80 per credit hour for that class. This fee is the result of the State Legislature decision to no longer fund public colleges and universities for classes repeated three or more times. Some courses may be exempt from this rule. Please check with your advisor for additional information.

Tuition and Fee Installment Plan

1. The option to pay tuition by installment can be selected by the student only during the Fall and Spring semesters. A student enrolling at Western Texas College for any number of credit hours can choose the installment option through **MyWTC** on the WTC web site at www.my.wtc.edu/ICS/. The installment plan is administered by a third party, and several flexible payment options are available to the student.
2. A $30.00 non-refundable enrollment fee per semester will be paid by any student electing to pay any portion of tuition and fees on the installment plan. The installment plan is an interest free plan. If a student chooses to pay in full, a $2.00 credit/debit card fee will be charged.
3. Any student electing the installment option must do so prior to the beginning of the semester, and all tuition and fees must be paid in full by the end of the semester.

Tuition Rebate

According to Section 54.0065 of the Texas Education Code, qualified students are eligible for a rebate of a portion of their undergraduate tuition. Visit **http://www.statutes.legis.state.tx.us** to view Chapter 54, Section 54.0065 of the Education Code for all details.

Room and Meal Charges

Fall and Spring

All students who reside in the residence facilities are required to pay both room and meal charges plus a mailbox fee of $10 per semester. The rates per semester are as follows:

Apartments:	Single Occupancy - $3,146.62 per semester
	Double Occupancy - $2,754.88 per semester
Glover Hall, Clinton Hall:	Double Occupancy - $2,754.88 per semester

For any student moving out of a residence facility after the twelfth class day (see calendar on **page 7**), the residence hall charges are non-refundable.

Any student moving into a residence facility after the fifteenth day of the semester will be charged for the remaining days in the semester at the following rates:

Apartments: Room and Board - $35 day; $245 week
Glover Hall, Clinton Hall: Room and Board - $35 day; $245 week

MayMester

MayMester Room Charges **-** $35 day ; $245 week

Summer Session

Apartments are available on a first-come, first-served basis for summer students enrolled for at least six hours per summer session. Contact the Vice President and Dean of Student Services for more information. Food service during the summer months at WTC is available only through special arrangements with Great Western Dining. For availability, dates, and prices, initial contact should be made directly to the WTC Chief Financial Officer.

Financial Aid

Western Texas College provides financial assistance to help make the benefits of higher education available to qualified students. Federal and state grants, scholarships, federal student loans, and federal work-study programs are administered through the Financial Aid Office.

Priority Processing Dates

Applications should be made well in advance of the date a student intends to register. Financial aid applications are processed on a continual basis; however, to ensure that an aid package is available and ready for you upon enrollment, Western Texas College has set the following priority deadline schedule:

For Priority Processing	Apply for financial assistance no later than:
Fall Term	May 1
Spring Term	October 1

Information received after the deadlines may not be processed in time for registration. You may need to have an alternate plan to pay your charges until your financial aid is processed, if you are eligible.

The priority deadline for all registration is May 1st. Students who have completed the financial aid applications by this date will be first to receive federal grants and/or scholarships if eligible. The final deadline is August 1st. Students whose financial aid applications are completed by this date will have their financial aid on time. For spring semester only (the student does not attend the previous fall semester), the deadline for financial aid is October 1st. Information received after the final deadline may not be processed in time for registration.

For Direct Loans students must have a complete financial aid file and complete the Direct Loan process one week prior to the last day of final exams for the term.

Basic qualifications for a student to be considered for all types of financial aid are:

1. Hold a valid high school diploma or GED.
2. Show financial need (financial need is the difference between what college costs and what your family can pay according to federal guidelines).
3. Make and maintain Financial Aid satisfactory academic progress.
4. Be a U.S. citizen or an eligible non-citizen.
5. Be pursuing a degree or certificate in an eligible program from Western Texas College. Only course work REQUIRED by your chosen

degree plan can be used to determine financial aid eligibility.

6. Not be in default for any educational loans at any prior educational institutions.
7. Not owe a grant refund to any prior educational institution.
8. Register for the Selective Service if required by law, or provide a letter showing registration is not requred.
9. Hold a valid U.S. Social Security card.
10. Summer transient students are not eligible to received financial aid at WTC; however, WTC does participate in consortium agreements with other Universities. Visit the Financial Aid office for details.

To apply for all types of need-based financial assistance, a student must:

1. File the Free Application for Federal Student Aid (FAFSA). This application is available through FAFSA on the Internet (**fafsa.ed.gov**). The Title IV Code Number for Western Texas College is 009549.
2. Contact the Financial Aid Office to insure that all copies of the Student Aid Report/I.S.I.R. for the Pell Grant are on file in the Financial Aid Office regardless of grant eligibility.
3. Forward a copy of high school transcript including date of graduation and/or GED passing scores, or take a test approved by the Department of Education. A separate copy of the transcript or GED must be provided to the Financial Aid Office.

NOTE: Students selected for verification by the Department of Education will also be required to submit: 1) a copy of the family's (student and spouse for independent students; student/spouse and parents if dependent) most recent federal income tax return (1040, 1040A, 1040EZ - all schedules and W2 information must be included.); and 2) an Institutional Verification Form (IVF - found on the WTC website); and 3) an Institutional Student Information Record form, available from the Financial Aid Office or on the WTC website.

Satisfactory Academic Progress Standards

Per federal regulations, students receiving financial aid must maintain satisfactory academic progress (SAP) as described below.

1. All students attending Western Texas College and receiving federal-state financial aid funds will have a time frame in which to complete their degree requirements. Students are expected to complete their degree-educational objectives within a reasonable number of semesters. This time frame is the equivalent of 150 percent of the published length of the individual program. (For example, if a certificate program requires 30 hours, a student will be paid up to 45 hours to complete the program. If an associate degree program requires 64 hours, then a percent will be paid up to 96 hours to complete the degree.) This time frame will include any semester that the student was enrolled even if the student did not receive financial aid and/or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment. (Students who have earned 30 credits or more may be asked to keep an updated degree plan at the Financial Aid Office.) Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure the student is remaining on track to complete the approved degree. Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.
2. Students who have previously attended Western Texas College are making Satisfactory Academic Progress if the following conditions are met. If any or all are not met, the student will be on financial aid probation.
    a. Each semester students must successfully complete at least 67% of all hours attempted as of the WTC census date. This includes both developmental and college-level courswork.
    b. To remain in good academic standing, students must maintain a cumulative 2.0 grade point average on all work completed each semester. Grades of A, B, C, D, and F contribute toward the cumulative GPA. Grades of W, I, S, CR, or P will not satisfy the course completion requirements.
    c. A course previously completed with a grade of D or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. EXCEPTION: An exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.
    d. Students who have earned 30 credits or more may be asked to submit an updated degree plan to the financial aid office. NOTE: Students who are required to take preparatory course work will be limited to 30 semester hours of financial aid eligibility for these classes. STUDENTS NOT MEETING CONDITIONS LISTED ABOVE MAY BE PLACED ON FINANCIAL AID PROBATION.
3. Students who do not meet the above requirements during the next semester of attendance following their financial aid probation will be placed on financial aid suspension. The suspension will remain in effect until Satisfactory Academic Progress requirements are met during the next semester(s) of enrollment, with no federal or state funds awarded. After achieving satisfactory academic progress, the student is placed on financial aid warning for the semester immediately following suspension.
4. There may be occasions in which an exception to the definition of Satisfactory Academic Progress should be made. The Director of Financial Aid will review all pertinent information regarding the situation and may grant an exception to the standards. If a student feels that an exception should be made, he/she should submit a written explanation of the circumstances surrounding the semester in question to the Financial Aid Appeals Committee.
5. Return of Title IV Funds - Under federal law, students attending Western Texas College who receive Title IV aid (Pell, SEOG, Federal Student Loans) and completely withdraw before the sixty percent mark (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds are calculated by the percentage of term not attended times the Title IV aid. Students who cease attendance, do not withdraw, and receive all failing grades (F's) for a semester will be considered "unofficially withdrawn"; these students will be subject to a review of their attendance records. If it is determined that a student ceased attendance before the 60% point in the semester, the student will be required to return those unearned funds. In some instances, the student may owe both the federal government and the college. Students owing either the government or the college will be ineligible for any further aid until funds are repaid.

Types of Financial Aid

Federal Grants

Western Texas College participates in the Federal Pell Grant program. This is a federally funded grant program that is awarded based on financial need as determined by a federal formula. Application for this program is made by completing the Free Application for Federal Student Aid (FAFSA) at **www.fafsa.ed.gov.**

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant for undergraduates with exceptional financial need; students with the lowest Expected Family Contributions (EFCs). Priority is given to students who receive Federal Pell Grants. Amount available is limited.

Texas Education Opportunity Grant (TEOG)

The Texas Educational Opportunity Grant (TEOG), formerly known as TEXAS II grant, is a supplemental grant established by the Texas Legislature to assist needy Texas residents who are pursuing a degree or certificate at the community college level. Students who have completed 30 hours or more toward their degree or certificate are not eligible. For more information, please contact the Financial Aid Office. Amount available is limited.

Texas Public Education Grant (TPEG)(HB688)

The provisions of House Bill 688 allow for grants to be administered to deserving students from funds set aside by Western Texas College. These grants are awarded to students with a demonstrated financial aid need. Note: this bill is up for review and possible revision by the Texas Legislature.

Loans

The college participates in the following loan programs:
- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- Federal Parent PLUS Loans

Information is also available in the Financial Aid Office regarding alternative educational loan programs.

Other Aid

Federal College Work Study Program

This program provides students demonstrating financial need with part-time jobs to meet educational expenses. Positions ranging from teacher assistants to library clerks are available.

Division for Rehabilitation Services

This program offers assistance to students who qualify for services because of certain handicaps. Application for this type of assistance should be made to the nearest Rehabilitation Office. Inquiries may be addressed to: Division for Rehabilitation Services, Abilene Field Office, 3104 S. Clack, Abilene, Texas 79606.

Special Scholarships

TEXAS HIGHEST RANKING GRADUATE: Provides a tuition waiver for the student graduating at the top of their high school class for their freshman year of college. Eligible to apply for first semester following high school graduation. The student must be a Texas resident, nonresident, or foreign student; graduate from an accredited high school in the State of Texas; the highest ranking graduate in their high school; and is eligible for the award based on school policy.

DORA E. CUNNINGHAM MEMORIAL: Emergency loan offered to students meeting the qualification.

OPPORTUNITY TUITION WAVER: Scurry County Students Only. For matriculated high school graduates and eligible dual credit students. Community service requirement. 2.5 GPA requirement.

WTC Foundation Scholarships

Western Texas College Foundation

The Western Texas College Foundation serves Western Texas College, its students, faculty, staff, community, and service area by soliciting and administering gifts and grants from individuals and institutions. The Foundation collects and disburses monies for student scholarships, educational and cultural activities, and campus facility improvement and development, and provides selective and judicious financial assistance to endeavors that enhance the quality of life for all people who are served by Western Texas College.

A number of scholarships are awarded by the WTC Foundation. Scholarship opportunities are listed below. More information and the scholarship application can be found at **wtcalumni.com**.

Agriculture/ Livestock Judging Scholarship: For students majoring in Agriculture.

Andy Anderson Memorial Scholarship: For students desiring an education.

API/SPE - Snyder Chapter Scholarship: For Scurry County students desiring an education.

Michael Avila Memorial Scholarship: For students desiring an education.

Jerry & Mickey Baird Scholarship: For students desiring an education.

Roy & Geleska Baze – Drama Scholarship: For theater arts majors desiring an education.

Joshua K. Beebe Memorial Scholarship: For students in need of financial assistance.

Angela Biggers Memorial Scholarship: For students desiring an education.

G. W. (Wallace) Blakely Scholarship: For students majoring in a vocational program.

Pat & Monty Blakely Scholarship: For students majoring in art.

Henry & Dollie Brice Memorial Scholarship: Preference to students entering pre-professional medical fields.

Dr. Ben Brock Memorial Scholarship: For graduates of Snyder High School.

Betty Burrow Memorial Scholarship: For graduates of Ira High School.

Calley Family Scholarship: Preference given to graduates of Ira High School.

Joe & Nancy Caton Memorial Scholarship: For entering freshmen who are honor students.

Dr. Robert L. Clinton – Century Club Scholarship: To financially support academically gifted students.

Coca-Cola Memorial Scholarship: For students desiring an education.

Darden Family Charitable Foundation Scholarship: For students desiring an education.

Davidson Family Foundation Scholarship: For students desiring an education.

M.S. and Meek Lane Doss Scholarship: For any Western Texas (area) students desiring an education.

Kelly Everton Memorial Scholarship: For students desiring an education.

Mort Ewing, Jr. Memorial Scholarship: For students desiring an education.

Lee A Falls and Walter Thomas 'Pat" Falls Scholarship: For students majoring in Elementary Education.

Patsy Jones Fee Memorial Scholarship: For female students majoring in Agriculture.

Heather Floyd Memorial Scholarship: For students desiring an education.

Jerry Ford Memorial Scholarship: For students from Spearman or Ira, TX desiring an education.

Horace Fowler Memorial Scholarship: For students majoring in Welding.

Mrs. C. Lavenia Fowler Scholarship: For students majoring in economics, or Career and Technical Program students.

Dr. Marvin Genuchi Memorial Scholarship: For students desiring an education.

Goldcoater's Scholarship - Snyder Chamber of Commerce: For Snyder High School graduates.

Oscar P. Haney Scholarship: For non-traditional students.

G.M. Heinzelmann Sr. Memorial Scholarship: For students in majors related to medical professions.

Judge Wayland G. Holt Memorial Scholarship: For students desiring an education.

Johnson Controls Scholarship: For students desiring an education.

W.H. & Celia Jones Memorial Scholarship: For students desiring an education.

Sam Joyce Memorial Scholarship: For a sophomore majoring in Agriculture/Range Management with a GPA of 3.0.

J. M. Kayser Memorial Scholarship: For students desiring an education.

Hubert & Mary Cargile (Kiwanis Club) Scholarship: For graduates from Scurry County.

Kevin Lacik Memorial Scholarship: For students desiring an education.

Miss Elaine Lambert Memorial Scholarship: For Fine Arts students.

Justin Lester Memorial Scholarship: For students majoring in Mass Communications.

Jeffrey Longbotham Memorial Scholarship: For students desiring an education.

Arnold Lorber Memorial Scholarship: For students desiring an education.

George & Helen Mahon Memorial Scholarship: For students from Mitchell County.

McCrary & Franklin Scholarship: For students from Post or Garza County with preference for majors related to medical professions.

Terry Don McDowell Memorial Scholarship: For students desiring an education.

Edith McKanna Memorial Scholarship: For students desiring an education.

Evelyn Claire McLaughlin Memorial (LVN) Scholarship: For students interested in nursing.

Wacil McNair Memorial Scholarship: For Snyder High School graduates.

Roger Mize Memorial Scholarship: For students desiring an education.

Odell Moore Memorial Scholarship: For graduates of Snyder High School desiring an education.

Katherine Northcutt Memorial Scholarship: For a student majoring in Mass Communications.

Shawn Odom Memorial Scholarship: For an outstanding student rodeo athlete desiring an education.

Our Lady of Guadalupe Scholarship: For students from Scurry or Mitchell County, Texas.

G.A. & Aline Parks Memorial Scholarship: For graduates of Scurry County or surrounding areas.

Ann Pendleton Memorial Nursing Scholarship: For students desiring a degree in Nursing.

James Pilgrim Memorial Foundation Scholarship Fund: For Turfgrass and Landscape Management students.

Jeff Polk Memorial Foundation Scholarship Fund: For Theater majors.

Autumn Pollard Memorial Scholarship: For students desiring an education.

Paul Pressey Scholarship: For students desiring an education.

Dr. Franklin Pruitt Memorial Scholarship: For students desiring an education.

Duane and Mary Hood/Phi Theta Kappa Leadership Scholarship: For student with a GPA above 3.2 in a leadership role on campus.

Yvonne Richardson Memorial Scholarship: For students desiring an education.

Ray Robbins Memorial Scholarship: For students desiring an education.

Renal and Dorothy Rosson Legacy Fund Scholarship: For students desiring an education.

Rotary - WTC Century Club Scholarship: For students desiring an education.

Gary Schoen Memorial Scholarship: For students desiring an education.

Scurry County Jr. Livestock Association Scholarship: For students who held membership in SCJLA organization and participated in the Scurry County. Jr. Livestock Show.

Bill & Finnie Seale Scholarship: For students desiring an education.

Clinton Sellars Memorial Scholarship: For students desiring an education.

Jack Smartt Memorial Scholarship: For Snyder High School graduates.

Palette Club of Snyder – Art Scholarship: For students majoring in Fine Arts.

Social Science Honor Scholarship: For Social Science majors or an honor student.

Tana Springer Memorial Scholarship: For students desiring an education.

St. Elizabeth's Scholarship: For students desiring an education.

Doris Steadman Memorial Scholarship: For students desiring an education.

Robert Sterling Memorial Scholarship: For students desiring an education.

Dorothy Teague Memorial Scholarship: For students desiring a nursing degree.

Georgia Tefertiller Memorial Scholarship: For students in health-related majors.

Texas Book Company Scholarship: For students desiring an education.

Lee & Rosa Tully Memorial Scholarship: For Occupational Technical majors.

Vietnam Veterans-Scurry County Scholarship: For Scurry County graduates.

Jimmy Whitney Memorial Scholarship: For students desiring an education.

Virginia Whitson Memorial Scholarship: For students desiring an education.

Bill & Mary Wilson Scholarship: For students desiring an education.

Phyllis Wiman Memorial Scholarship: For students in majors related to medical professions.

Jerry Worsham Scholarship: For theater majors graduating from Snyder High School.

WTC Faculty Association Scholarship: For current WTC students (requires separate application).

Western Texas College Memorial Scholarship: For students desiring an education.

WTC Rodeo Exes Association Scholarship: For rodeo students desiring an education.

Westerner Scholarship: For students desiring an education.

Athletic Scholarships

Men's and Women's Rodeo, Men's and Women's Basketball, Men's and Women's Cross Country, Women's Softball, Men's and Women's Soccer, Women's Volleyball, Men's and Women's Golf, Men's and Women's Track & Field, and Men's Baseball Scholarships are determined by the Coaches.Please **contact the coach** for applications.

Academic Course Descriptions

Course Numbers
Academic Credit Courses

Course Numbers

Uniform numbers are identified and distinguished by a four digit numerical suffix; whereas, all other numbers carry only three digits (e.g. 231). In either case, the first digit represents the level of the class (0=College Preparatory, 1=Freshman, 2=Sophomore) and the second digit always represents the number of semester hours. Thus, AGRI 2317 is a sophomore course with 3 semester hours credit. AGRI 1325 is a freshman course carrying 3 semester hours credit. The three figures in parenthesis after the title of each course indicate the number of semester hours of the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively. The notations (Rd- Reading Intensive, Mth – Math Intensive and Wtg – Writing Intensive) located at the end of the course descriptions indicate a student must be TSI met in the given area before being allowed to take the course. If the notation is in bold, this indicates the course will TSI complete them in the respective area.

Academic Credit Courses

AGRICULTURE

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Agriculture course. E.g. To take AGRI 1325 you must make a C or better in AGRI 2317.

AGRI 1131. The Agricultural Industry. (1-1-1).
Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

AGRI 1325. Marketing of Agricultural Products. (3-3-0).
Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

AGRI 1329. Principles of Food Science. (3-3-0) Biological and scientific aspects of modern industrial food supply systems. With emphasis on food classification, modern processing, and quality control.

AGRI 1407. Agronomy. (4-3-3).
Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Laboratory activities will reinforce the fundamental principles and practices in development, production and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

AGRI 1415. Horticulture. (4-3-3).
Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles or reproduction, production methods ranging from outdoor controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants. (Cross-listed as HORT 1401)

AGRI 1419. Introductory Animal Science. (4-3-3).
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries.

AGRI 2317. Introduction to Agricultural Economics. (3-3-0).
Fundamental economic principles and their applications to the problems of the industry of agriculture.

AGRI 2321. Livestock Evaluation. (3-3-3).
Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. Permission of instructor required.

AGRI 2330. Wildlife Conservation & Management. (3-3-0).
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

ART

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Art course. E.g. To take ARTS 1317 you must make a C in ARTS 1316

ARTS 1301. Art Appreciation. (3-3-0).
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

ARTS 1311. Design I. (3-2-4).

An introduction to the fundamental termionology, concepts, theory, and application of two-dimensional design.

ARTS 1312. Design II. (3-2-4).
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

ARTS 1316. Drawing I. (3-2-4).
A foundation studio course exploring drawing and emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Coursework will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

ARTS 1317. Drawing II. (3-2-4).
A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Coursework will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

ARTS 2316. Painting I. (3-2-4).
Studio art course that introduces the fundamental principles, materials, and techniques of painting.

ARTS 2323. Life Drawing. (3-2-4).
Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.

ARTS 2333. Printmaking. (3-2-4).
A studio art course that introduces the materials, processes, and concepts pertaining to traditional and contemporary printmaking. The course explores the use of varied tools and techniques along with the formal and conceptual principles to create editioned and unique works.

ARTS 2346. Ceramics I. (3-2-4).
A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

ARTS 2356. Photography I (Fine Arts Emphasis). (3-3-3).
A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

BIOLOGY

BIOL 1106. Biology for Science Majors Laboratory I (lab). (1-0-3).
This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite/Co-requisite: BIOL 1306.

BIOL 1107. Biology for Science Majors Laboratory II (lab). (1-0-3).
This laboratory-based course accompanies Biology 1307, Biology for Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite/Co-requisite: BIOL 1307.

BIOL 1111. General Botany (lab). (1-0-3).
This laboratory-based course accompanies Biology 1311, General Botany. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) Prerequisite/ Co-requisite: BIOL 1311.

BIOL 1113. General Zoology (lab). (1-0-3).
This laboratory-based course accompanies Biology 1313, General Zoology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) Prerequisite/Co-requisite: BIOL 1313.

BIOL 1306. Biology for Science Majors I (lecture). (3-3-0).
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite/Corequisite: MATH 1314 or its equivalent. Recommended Co-requisite: BIOL 1106.

BIOL 1307. Biology for Science Majors II (lecture). (3-3-0).
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite/Corequisite: MATH 1314 or its equivalent. Recommended Co-requisite: BIOL 1107.

BIOL 1311. General Botany (lecture). (3-3-0).
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) Recommended Prerequisite/Co-requisite: MATH 1314 or its equivalent. Recommended Co-requisite: BIOL 1111. (Rd, Wtg).

BIOL 1313. General Zoology (lecture). (3-3-0).
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) Recommended Prerequisite/Corequisite: MATH 1314 or its equivalent. Recommended Co-requisite: BIOL 1113. (Rd, Wtg).

BIOL 1322. Nutrition and Diet Therapy I. (3-3-0).
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (Rd, Wtg)

BIOL 1406. Biology for Science Majors I. (4-3-3).
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.
Co-requisite: MATH 1314 or its equivalent. Required laboratory activities will reinforce the lecture material. (Rd, Wtg, Mth)

BIOL 1407. Biology for Science Majors II. (4-3-3).
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Co-requisite: MATH 1314 or its equivalent. **Required laboratory** activities will reinforce the lecture material. (Rd, Wtg, Mth)

BIOL 1408. Biology for Non-Science Majors I . (4-3-3)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. **Required laboratory** activities will reinforce the lecture material. (Rd, Wtg)

BIOL 1409. Biology for Non-Science Majors II. (4-3-3)
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. **Required laboratory** activities will reinforce the lecture material. (Rd, Wtg)

BIOL 1411. General Botany. (4-3-3).
Fundamental biological concepts relevant to plant psysiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. **Required laboratory** activities will reinforce the lecture material. (This course is intended for science majors.) (Rd, Wtg)

BIOL 1413. General Zoology. (4-3-3).
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. **Required laboratory** activities will reinforce the lecture material. (This course is intended for science majors.) (Rd, Wtg)

BIOL 2101. Anatomy & Physiology I (lab). (1-0-3).
This anatomy lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. A mandatory animal dissection component is required. Prerequisite/Co-requisite: BIOL 2301. (Rd, Wtg)

BIOL 2102. Anatomy & Physiology II (lab). (1-0-4).
This anatomy lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). A mandatory animal dissection component is required. Prerequisite/ Co-requisite: BIOL 2302. (Rd, Wtg)

BIOL 2106. Environmental Biology (lab). (1-0-3).
This laboratory-based course accompanies Biology 2306, Environmental Biology. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Prerequisite/Co-requisite: BIOL 2306. (Rd, Mth).

BIOL 2301. Anatomy & Physiology I (lecture). (3-3-0).
Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Recommended Co-requisite: BIOL 2101. (Rd, Wtg).

BIOL 2302. Anatomy & Physiology II (lecture). (3-3-0).
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Recommended Co-requisite: BIOL 2101. (Rd, Wtg).

BIOL 2306. Environmental Biology (lecture). (3-3-0).
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Prerequisite/Corequisite: MATH 1314 or its equivalent. Recommended Co-requisite: BIOL 2106. (Rd, Mth).

BIOL 2389. Academic Cooperative. (3-0-3)
An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. (Rd, Wtg)

BIOL 2401. Anatomy and Physiology I. (4-3-3).
Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. **Includes a required laboratory.** The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. (Rd, Wtg)

BIOL 2402. Anatomy and Physiology II. (4-3-4).
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. **Includes a required laboratory.** The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). (Rd, Wtg)

BIOL 2406 Environmental Biology (4-3-3).
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. **Includes required laboratory.** Co-requisite: MATH 1314 or its equivalent. (Rd, Mth)

BIOL 2416. Genetics. (4-3-3).
Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. **Includes a required laboratory.** (Rd)

BIOL 2420. Microbiology for Non-Science Majors. (4-3-3).
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. **Includes a required laboratory.** This lab covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health. (Rd, Wtg)

BIOL 2421. Microbiology for Science Majors. (4-3-4).
Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. **Includes a required laboratory.** This lab will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisite: A grade of C or higher in CHEM 1411 or its equivalent. (Rd, Wtg, Mth)

BUSINESS ADMINISTRATION

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Accounting course. e.g. To take ACCT 2302 you must make a C or better in ACCT 2301.

ACCT 2301. Principles of Financial Accounting. (3-3-0).
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent Recommended co-requisite: MATH 1324 Mathematics for Business & Social Sciences. (Rd, Mth)

ACCT 2302. Principles of Managerial Accounting. (3-3-0).
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 with a minimum grade of C. (Rd, Mth)

BUSI 1301. Business Principles. (3-3-0).
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility and international business. Emphasized is the dynamic role of business in every day life.

BUSI 1307. Personal Finance. (3-3-0).
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

BUSI 2301. Business Law. (3-3-0).
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High school coursework in U.S. history and government, or equivalent.

BUSI 2304. Business Report Writing & Correspondence. (3-3-0).
Theory and applications for technical reports and correspondence in business.

BUSI 2305. Business Statistics. (3-3-1).
Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.) Prerequisites: Math 1324 or Math 1314 and BCIS 1305.

CHEMISTRY

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Chemistry course. E.g. To take CHEM 1407 you must make a C in CHEM 1405.

CHEM 1111. General Chemistry I (lab). (1-0-3).
Basic laboratory experiments supporting theoretical principles presented in CHEM 1311, introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite/Co-requisite: CHEM 1311. (Rd, Wtg, Mth).

CHEM 1112. General Chemistry II (lab). (1-0-3).
Basic laboratory experiments supporting theoretical principles presented in CHEM 1312, introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite/Co-requisite: CHEM 1312. (Rd, Wtg, Mth).

CHEM 1311. General Chemistry I (lecture). (3-3-0).
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Prerequisite/ Corequisite: MATH 1314 or its equivalent. Recommended Co-requisite: CHEM 1111. (Rd, Wtg, Mth).

CHEM 1312. General Chemistry II (lecture). (3-3-0).
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Prerequisite: CHEM 1311 or its equivalent. Recommended Co-requisite: CHEM 1112. (Rd, Wtg, Mth).

CHEM 1405. Introductory Chemistry I. (4-3-4).
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Required laboratory activities will reinforce the lecture material. (Rd, Wtg, Mth)

CHEM 1407. Introductory Chemistry II. (4-3-4).
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. **Required laboratory** activities will reinforce lecture material. Prerequisite: C or higher in CHEM 1405. (Rd, Wtg, Mth)

CHEM 1411. General Chemistry I. (4-3-3).
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. **Required laboratory** activities will reinforce the lecture material. Prerequisite: a C or higher in MATH 1314 or equivalent. (Rd, Wtg, Mth)

CHEM 1412. General Chemistry II. (4-3-3).
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts, thermodynamics, kinetics, electrochemistry, nuclear chemistry, an introduction to organic chemistry and descriptive inorganic chemistry. **Required laboratory** activities will reinforce the lecture material. Prerequisite: a C or higher in CHEM 1411. (Rd, Wtg, Mth)

CHEM 2423. Organic Chemistry I. (3-3-4).
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. **Required Laboratory** activies will reinforce lecture material. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisite: A grade of C or higher in CHEM 1412. (Rd, Wtg, Mth)

COLLEGE PREPARATORY

The college Developmental Education Program adheres to the policies established by the Texas Legislature regarding the Texas Success Initiative (TSI), and is designed to assist students who are not prepared for college-level work to acquire basic knowledge and skills as a foundation to achieving academic success. This plan is developed in accordance with the guidelines set forth in the Texas Education Code, Sections 51.307, 51.3062, and 51.403 (e), "Subchapter C: Texas Success Initiative" effective December 3, 2003, 28 Tex Reg. 10753.

If the grade “D” is given in “0" level classes (college preparatory classes), the student cannot progress to the next level.

BNBM 0302 Beginning Algebra Intervention. (3-3-3)
Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 3-4. It is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student’s success in Math 0302.

BNBW 0302 Integrated Reading and Writing Intervention. (3-3-3)
Integration of critical reading and academic writing skills. This intervention is designed specifically for students assessed at Base levels 3-4. It is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student’s success in INRW 0302.

INRW 0302. Integrated Reading and Writing - Intermediate. (3-3-3).
A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on applying critical reading skills for developing, enhancing, and improving vocabulary and comprehension and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic paragraphs. This is a course with a required lab. The course will not apply toward graduation requirements and will not transfer.

INRW 0303. Integrated Reading and Writing - Advanced. (3-3-3).
A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

MATH 0302. Beginning Algebra. (3-3-3).
The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course will not count toward graduation requirements and will not transfer.

MATH 0303. Intermediate Algebra. (3-3-1).
This course is a study of relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a particular emphasis on linear and quadratic expressions and equations. This course will not apply toward graduation requirements and will not transfer. Prerequisite: A grade of C or higher in MATH 0302 or its equivalent or the appropriate placement score.

NCBM 0132. Instruction for MATH 1332. (1-1-0).
The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem-solving. This is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in MATH 1332. Co-requisite: Math 1332 (Non-STEM).

NCBM 0232. Instruction for MATH 1332. (2-2-0).
The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem-solving. This is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in MATH 1332. Co-requisite: Math 1332 (Non-STEM).

NCBM 0223. Instruction for MATH 1332. (2-2-0).
The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem-solving. This is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in MATH 1332. Co-requisite: Math 1332 (STEM).

NCBM 0214. Instruction for MATH 1314. (2-2-0).
This course is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in MATH 1314. Co-requisite: Math 1314.

NCBM 0224. Instruction for MATH 1324. (2-2-0).
This course is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This is a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in MATH 1324. Co-requisite: Math 1324.

COMMUNICATION

COMM 1307. Introduction to Mass Communication. (3-3-0).
Survey of basic content and structural elements of mass media and their functions and influences on society.

COMM 2303. Audio Production. (3-3-1).
Practical experience in the operation of audio equipment, including both pre- and post-production needs.

COMM 2311. Media Writing. (3-3-1).
Fundamentals of writing for the mass media. Includes instruction in prodessional methods and techniques for gathering, processing, and delivering content. (Rd, Wtg)

COMM 2315. News Reporting. (3-3-3).
This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Study of Phonetics is recommended. Prerequisite: COMM 2311 Media Writing.

COMM 2324. Practicum in Electronic Media. (3-3-3).
Lecture and laboratory instruction and participation.

COMM 2331. Radio/Television Announcing. (3-3-0).
Principles of announcing; study of voice, diction, pronunciation, and delivery. Experience in various types of announcing.

COMM 2339. Writing for Radio, Television, & Film. (3-3-0).
Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COMM 2389. Academic Cooperative. (3-1-8).
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

COMPUTER SCIENCE

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Computer Science course. E.g. To take COSC 1315 you must make a C in COSC 1301.

BCIS 1305. Business Computer Applications. (3-3-3).
Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.)

BCIS 1405. Business Computer Applications. (4-3-3).
Computer terminology, hardware, sofware, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

COSC 1301. Introduction to Computing. (3-3-1).
Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC 1315. Fundamentals of Programming. (3-2-4).
Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorighyms using pseudo code and/or graphical representations. Prerequisite: COSC 1301. (Rd, Mth)

CRIMINAL JUSTICE

CRIJ 1301. Introduction to Criminal Justice. (3-3-0).
This course provides a historical and philosophical overview of the American crinimal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306. Court Systems & Practices. (3-3-0).
This coures is a study of the court system as it applies to the structures, procedures, practices, and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 2313. Correctional Systems & Practices. (3-3-0).
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations service; Constitutional issues; and current and future issues.

CRIJ 2328. Police Systems and Practices. (3-3-0).
This course examines the establishment, role, and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

DRAMA

DRAM 1120, 1121, 2120, 2121. Theater Practicum I, II, III, IV. (1-0-3).
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1310. Theater Appreciation. (3-3-0).
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

DRAM 1330. Stagecraft I. (3-2-4).
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 1341. Stage Makeup. (3-2-4).
Design and execution of makeup for the stage performer. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1351. Acting I. (3-3-3).
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.

DRAM 1352. Acting II. (3-3-3).
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination.

DRAM 2331. Stagecraft II. (3-2-4).
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 2336. Voice for the Actor. (3-3-0).
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

DRAM 2351. Acting III. (3-3-3).
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2361. History of Theater I. (3-3-0).
Study of the history of the theater from primitive times through the Renaissance.

DRAM 2362. History of Theater II. (3-3-0).
Study of the history of the theater from the Renaissance through today.

DRAM 2366. Film Appreciation. (3-3-0).
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (Cross-listed as COMM 2366.)

ECONOMICS

ECON 1301. Introduction to Economics. (3-3-0).
A survey of microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth. (Rd, Wtg)

ECON 2301. Principles of Macroeconomics. (3-3-0).
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (Rd, Wtg)

ECON 2302. Principles of Microeconomics. (3-3-0).
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (Rd, Wtg)

EDUCATION

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Education course. E.g. To take EDUC 2301 you must make a C in EDUC 1301.

EDUC 1300. Learning Frameworks. (3-3-0).
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300.) (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.)

EDUC 1301. Introduction to the Teaching Profession. (3-3-1).
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 2301. Introduction to Special Populations. (3-3-1).
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

ENGLISH

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced English course. E.g. To take ENGL 1302 you must make a C in ENGL 1301.

ENGL 1301. Composition I. (3-3-1).
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (Rd, Wtg)

ENGL 1302. Composition II. (3-3-0).
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: A grade of C or higher in ENGL 1301 or equivalent. (Rd, Wtg)

ENGL 2307. Creative Writing I. (3-3-0).
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (Rd, Wtg)

ENGL 2311. Technical and Business Writing. (3-3-0).
Intensive study of and practice in professional settings. Focus is on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: A grade of C or higher in ENGL 1301 or equivalent. (Rd, Wtg)

ENGL 2322. British Literature I. (3-3-0).
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth century. Students will study works of prose, poetry, drama, and fiction in relation to historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2326. American Literature. (3-3-0).
A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2332. World Literature I. (3-3-0).
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2333. World Literature II. (3-3-0).
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2341. Forms of Literature (Dramatic Literature). (3-3-0).
The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: A grade of C or higher in ENGL 1302 or equivalent. (Rd, Wtg)

GEOGRAPHY

GEOG 1301. Physical Geography. (3-3-0).
This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment. (Rd)

GEOG 1302. Human Geography. (3-3-0).
This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity. (Rd)

GEOG 1303. World Regional Geography. (3-3-0).
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

GEOLOGY

GEOL 1101. Earth Sciences for Non-Science Majors I (lab). (1-0-3).
This laboratory-based course accompanies GEOL 1301, Earth Sciences I. Activities will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. Prerequisite/Co-requisite: GEOL 1301. (Rd).

GEOL 1102. Earth Sciences for Non-Science Majors II (lab). (1-0-3).
This laboratory-based course accompanies GEOL 1302, Earth Sciences II. Activities will focus on methods used to collect and analyze data related to natural resources, hazards, and climate variability. Prerequisite/Co-requisite: GEOL 1302. (Rd).

GEOL 1301. Earth Sciences for Non-Science Majors I (lecture). (3-3-0).
Survey of geology, meteorology, oceanography, and astronomy. Recommended Co-requisite: GEOL 1101. (Rd).

GEOL 1302. Earth Sciences for Non-Science Majors II (lecture). (3-3-0).
Extension of the study of geology, astronomy, meteorology, and oceanography, focusing on natural resources, hazards, and climate variability. Prerequisites: GEOL 1301 or 1401, or GEOL 1303 or 1403. Recommended Co-requisite: GEOL 1102. (Rd).

GEOL 1401. Earth Sciences for Non-Majors I. (4-3-3).
Survey of geology, meteorology, oceanography, and astronomy. **Includes a required laboratory.** This lab will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. (Rd)

GEOL 1402. Earth Sciences for Non-Majors II. (4-3-3).
Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. **Includes a required laboratory.** This lab will focus on methods used to collect and analyze data related to natural resources, hazards and climate variability. Prerequisite: GEOL 1401. (Rd)

GEOL 1445. Oceanography. (4-3-3).
Survey of oceanography and related sciences. **Includes a required laboratory.** (Rd)

GEOL 1447. Meteorology. (4-3-3).
Survey of meteorology and related sciences. **Includes a required laboratory.** (Rd)

GOVERNMENT

GOVT 2304. Introduction to Political Science. (3-3-0).
Introductory survey of the discipline of political science, focusing on the scope and methods of the field and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. (Rd, Wtg)

GOVT 2305. Federal Government. (3-3-0).
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Note: GOVT 2305 will complete one-half of the legislative requirements in American government. Counterpart to GOVT 2306. May not substitute GOVT 2301. (**Rd**, Wtg)

GOVT 2306. Texas Government. (3-3-0).
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Note: GOVT 2306 will complete one-half of the legislative requirements in American government. Counterpart to GOVT 2305. May not substitute GOVT 2302. (**Rd,** Wtg)

HISTORY

HIST 1301. United States History I. (3-3-0).
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/ Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Required of all students for graduation. (**Rd**, Wtg)

HIST 1302. United States History II. (3-3-0).
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Required of all students for graduation. (**Rd,** Wtg)

HIST 2301. Texas History. (3-3-0).
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. This class can substitute for three semester hours of American history. (Rd, Wtg)

HIST 2311. Western Civilization I. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, Europe through the Middle Ages, Renaissance, and Reformations. (Rd, Wtg)

HIST 2312. Western Civilization II. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. (Rd, Wtg)

HIST 2321. World Civilizations I. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (Rd, Wtg)

HIST 2322. World Civilizations II. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (Rd, Wtg)

MATHEMATICS

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Mathematics course. E.g. To take MATH 1316 you must make a C in MATH 1314. STEM (Science, Technology, Engineering and Math) majors should take courses with the STEM designation. Non-STEM majors should take courses with the Non-STEM designation.

MATH 1314. College Algebra. (3-3-1).
In-depth study and application of polynomial, rational, radical, exponential, and logarithmic functions, and systems of equations using matrices. Prerequisite: A grade of C or higher in Math 0303 or Math 1332 or placement by college entrance exam scores. (**Mth**) **STEM**

MATH 1316. Plane Trigonometry. (3-3-0).
In-depth study and application of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Prerequisite: A grade of C or higher in MATH 1314 or placement by college entrance exam scores. (**Mth**) **STEM**

MATH 1324. Mathematics for Business and Social Sciences. (3-3-1).
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: A grade of C or higher in MATH 0303 or placement by college entrance exam scores. (**Mth**) **STEM**

MATH 1325. Calculus for Business and Social Sciences. (3-3-1).
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for Math 2413, Calculus I. Prerequisite: A grade of C or higher in MATH 1314 College Algebra or Math 1324 Mathematics for Business and Social Sciences. (**Mth**) **STEM**

MATH 1332. Contemporary Mathematics (Quantitative Reasoning). (3-3-1).
Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate application. Number sense, proportional reasoning, estimation, technology, and communication are embedded in the course. Additional topics may be covered. Prerequisite: A grade of C or higher in MATH 0302, or placement by college entrance exam score(s). (**Mth**) **Non-STEM**

MATH 1342. Elementary Statistical Methods. (3-3-3).
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Prerequisite: A grade of C or higher in Math 0303 or Math 1332 or placement by college entrance exam scores.(Rd, **Mth**) **Non-STEM**

MATH 1350. Mathematics for Teachers I. (3-3-0).
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: A grade of C or higher in MATH 1314, College Algebra. (Rd, **Mth**) **STEM**

MATH 1351. Mathematics for Teachers II. (3-3-0).
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: A grade of C or higher in MATH 1314, College Algebra. (Rd, **Mth**) **STEM**

MATH 1442. Elementary Statistical Methods. (4-3-3).
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Prerequisite: A grade of C or higher in Math 0303 or Math 1332 or placement by college entrance exam scores.(Rd, **Mth**) **Non-STEM**

MATH 2413. Calculus I. (4-3-3).
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: A grade of C or higher in MATH 1316 or its equivalent, or placement by college entrance exam scores. (Rd, **Mth**) **STEM**

MATH 2414. Calculus II. (4-3-3).
Differentiation and integration of transcendental functions; applications of integration including techniques of integration; sequences and series; improper integrals. Prerequisite: A grade of C or higher in MATH 2413, Calculus I. (**Mth**) **STEM**

MATH 2415. Calculus III. (4-3-3).
Advanced topics in Calculus, including parametric equations and polar coordinates; vector and vector-valued functions, partial differentiation, Lagrange multiplier, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: A grade of C or higher in MATH 2414, Calculus II. (**Mth**) **STEM**

MATH 2418. Linear Algebra. (4-3-1).
Introduces and provides models for application for the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and eigenvector; and applications in science and engineering. Pre-requisite: MATH 2414 Calculus II. (Rd, **Mth**) **STEM**

MATH 2420. Differential Equations. (4-3-1).
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Pre-requisite: MATH 2414 Calculus II. (Rd, **Mth**) **STEM**

MUSIC

MUSI 1306. Music Appreciation. (3-3-0).
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Course does not apply to a music major degree.

PHILOSOPHY

PHIL 1304. Introduction to World Religions. (3-3-0).
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. (Rd)

PHIL 2306. Introduction to Ethics. (3-3-0).
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (Rd, Wtg)

PHYSICAL EDUCATION

The Western Texas College physical education department is dedicated to teaching the whole student. With intermittent exercise throughout the day, the body becomes stronger and more alert to its challenges, mentally and physically. The department offers a variety of courses for students to choose to fit their schedules and their preferences of activities.

Students not only learn about their bodies but receive instruction in movement skills that enhance their activity selection. Emphasis is placed on sportsmanship, leadership, competition, and etiquette while being in an active situation.

Activity courses may be for women only, men only, or coeducational. A maximum of four hours will be counted toward graduation requirements. Physical education majors may take eight hours. PHED 1238 offers 2 hours credit.

Physical Education Activities

Individual and dual sports. Courses consist of individual and dual activities designed to aid the student in developing skills, knowledge of rules and etiquette, and physical fitness. Individual and dual sports include beginning and advanced golf, weight training, body conditioning, beginning and advanced racquetball.

Team sports. Courses in techniques, tactics, and rules designed to aid students in developing skills and physical fitness necessary for the enjoyment of recreational team sports. Team sports include basketball, volleyball, golf, baseball, softball, soccer, track & field, and intramural activities.

Non-Activity Courses

PHED 1301. Foundations of Kinesiology. (3-3-0).
The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as information on expanding career opportunities. (Rd, Wtg)

PHED 1304. Personal and Community Health. (3-3-0).
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and ehance individual well-being.

PHED/ KINE 1306. First Aid. (3-3-0).
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

PHED 1308. Sports Officiating. (3-3-0).
The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

PHED 1321. Coaching/Sports Athletics I. (3-3-0).
Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

PHED 1331. Physical Education for Elementary Education Majors. (3-3-0).
An overview of the program of activities in elementary school physical education. Includes The study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology.

PHED 1336. Introduction to Recreation. (3-3-0)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

PHED 1338/KINE 1338. Concepts of Physical Fitness. (3-3-0).
This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

PHED 1346. Drug Use & Abuse. (3-3-0).
Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

PHED 2356. Care and Prevention of Athletic Injuries. (3-3-0).
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administrative procedures in athletic training.

One-Hour Activity Courses

PHED 1100-1101. P.E. Activity for Freshmen. (1-0-3).
Activity in beginning and advanced golf; beginning and advanced weight training; beginning and advanced racquetball; recreational racquetball; recreational volleyball; yoga; body conditioning; aikido; horsemanship; and rodeo production and management.

PHED 2100-2101. Recreational/Advanced Golf. (1-0-3).
The students will learn how to identify and correct common faults in the golf swing. They will be involved with teaching young players the basic fundamentals of the golf swing and correct measures. Each student will also learn various formats of play such as Match Play, Stroke Play, Stableford, Fourball, and Scramble formats.

Varsity Sports

PHED 1102-1103, 2102-2103. Varsity Baseball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Baseball team.

PHED 1102-1103, 2102-2103. Varsity Cross-Country. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Cross-Country team.

PHED 1102-1103, 2102-2103. Varsity Softball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Softball team.

PHED 1102-1103, 2102-2103. Varsity Volleyball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Volleyball team.

PHED 1102-1103, 2102-2103. Varsity Women's Basketball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Women's Basketball team.

PHED 1102-1103, 2102-2103. Varsity Men's Basketball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Basketball team.

PHED 1102-1103, 2102-2103. Varsity Women's Golf. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Women's Golf team.

PHED 1102-1103, 2102-2103. Varsity Men's Golf. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Golf team.

PHED 1102-1103, 2102-2103. Varsity Women's Track. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Women's Track team.

PHED 1102-1103, 2102-2103. Varsity Men's Track. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Track team.

PHED 1102-1103, 2102-2103. Varsity Women's Soccer. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Women's Soccer team.

PHED 1102-1103, 2102-2103. Varsity Men's Soccer. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Soccer team.

PHED 1102-1103, 2102-2103. Women's Rodeo. (1-0-3).
Physical education for students in rodeo-related activities. Enrollment may be limited by facilities and availability of stock.

PHED 1102-1103, 2102-2103. Men's Rodeo. (1-0-3).
Physical education for students in rodeo-related activities. Enrollment may be limited by facilities and availability of stock.

PHYSICAL SCIENCE

PHYS 1403. Stars and Galaxies. (4-3-3).
Study of stars, galaxies, and the universe outside our solar system. Introduction of the properties of stars, stellar evolution, black holes, galaxies, and current cosmological ideas. Emphasis is on the application of scientific principles and explanation of phenomena in the universe. **Includes a required laboratory.** The laboratory includes outdoor viewing sessions.

PHYS 1415. Physical Science I. (4-3-3).
Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. **Includes a required laboratory.** Co-requisite: MATH 1314 or its equivalent. (Rd, Wtg, Mth)

PHYS 1417. Physical Science II. (4-3-3).
An introduction to the basic concepts of geology, astronomy, and meteorology. **Includes a required laboratory.** (Rd, Wtg)

PHYSICS

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Physics course. E.g. To take PHYS 1402 you must make a C in PHYS 1401.

PHYS 1101. College Physics I (lab). (1-0-4).
This laboratory-based course accompanies PHYS 1301, College Physics I. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving. Prerequisite/Co-requisite: PHYS 1301. (Rd, Mth).

PHYS 1102. College Physics II (lab). (1-0-4).
This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite/Co-requisite: PHYS 1302. (Rd, Mth).

PHYS 1301. College Physics I (lecture). (3-3-0).
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1314 and MATH 1316 or MATH 2312/2412. Recommended Co-requisite: PHYS 1101. (Rd, Mth).

PHYS 1302. College Physics II (lecture). (3-3-0).
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1301 or 1401. Recommended Co-requisite: PHYS 1102. (Rd, Mth).

PHYS 1401. College Physics I. (4-3-4).
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces with emphasis on problem solving. Prerequisite: A C or higher in MATH 1314 College Algebra and MATH 1316 Plane Trigonometry or MATH 2312/2412 Pre-Calculus. **Required Lab.** Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.. (Rd, Mth)

PHYS 1402. College Physics II. (4-3-4).
Fundamental principles of physics using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics with emphasis on problem solving. Prerequisite: A grade of C or higher in PHYS 1401. **Required Lab.** Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics with emphasis on problem solving. (Rd, Mth)

PHYS 2125. University Physics I (lab). (1-0-3).
Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite/Co-requisite: PHYS 2325. (Rd, Mth).

PHYS 2126. University Physics II (lab). (1-0-3).
Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite/Co-requisite: PHYS 2326. (Rd, Mth).

PHYS 2325. University Physics I (lecture). (3-3-0).
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems, and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413. Recommended Co-requisite: PHYS 2125. (Rd, Mth).

PHYS 2326. University Physics II (lecture). (3-3-0).
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisites: MATH 2414 and PHYS 2325 or PHYS 2425. Recommended Co-requisite: PHYS 2126. (Rd, Mth).

PHYS 2425. University Physics I. (4-3-3).
Fundamental principles of physics using calculus for science, computer science, and engineering majors. The principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics and emphasis on problem solving. **Required laboratory.** Basic laboratory experiments supporting theoretical principles presented in PHYS 2425 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 2413 with a C or higher or its equivalent. (Rd, Mth)

PHYS 2426. University Physics II. (4-3-3).
Principles of physics for science, computer science, and engineering majors, using calculus and involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. **Required laboratory.** Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisites: PHYS 2425 with a C or higher and MATH 2414 with a C or higher or its equivalent. (Rd, Mth)

PSYCHOLOGY

PSYC 1100. Learning Frameworks. (1-1-0).
A study of: 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross listed as EDUC 1100.)

PSYC 1300. Learning Frameworks. (3-3-0).
A study of the: 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300.)

PSYC 2301. General Psychology. (3-3-0).
General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes. (**Rd**, Wtg)

PSYC 2308. Child Psychology. (3-3-0).
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. (Rd, Wtg)

PSYC 2314. Life Span Growth and Development. (3-3-0).
Life-Span Growth and Development is a study of social, emotional, cognitive, and physical factors and influences of a developing human from conception to death. (**Rd**, Wtg)

PSYC 2315. Psychology of Adjustment. (3-3-0).
Study of the processes involved in the adjustment of individuals to their personal and social environments.

SOCIOLOGY

SOCI 1301. Introduction to Sociology. (3-3-0).
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race-ethnicity, and deviance. (Rd, Wtg)

SOCI 1306. Social Problems. (3-3-0).
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301. Marriage and The Family. (3-3-0).
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2319. Minority Studies. (3-3-0).
This course studies minority-majority group relations by addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCI 2340. Drug Use & Abuse. (3-3-0).
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (Cross-listed as PHED 1346.)

SPANISH

The RED COURSE is a prerequisite. A C or higher is required if a student intends to take an advanced Spanish course. E.g. To take SPAN 1412 you must make a C in SPAN 1411.

SPAN 1300. Beginning Spanish Conversation I. (3-3-0).
Basic practice in comprehension and production of the spoken language. (Not designed for transfer.)

SPAN 1411. Beginning Spanish I. (4-3-3).
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. (Rd, Wtg)

SPAN 1412. Beginning Spanish II. (4-3-3).
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411. (Rd, Wtg)

SPAN 2311. Intermediate Spanish I. (3-3-2).
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412. (Rd, Wtg)

SPAN 2312. Intermediate Spanish II. (3-3-2).
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311. (Rd, Wtg)

SPEECH

SPCH 1311. Introduction to Communication. (3-3-0).
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315. Public Speaking. (3-3-0).
Application of communication theory and practice to the public speaking context with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as the ability to effectively evaluate oral presentations.

SPCH 1318. Interpersonal Communication. (3-3-0).
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321. Business and Professional Communication. (3-3-0).
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. (Rd)

Career and Technical Degree and Certificate Programs

The Associate of Applied Science (AAS) degree is designed for students who intend to enter the workforce immediately following graduation from their program. While some students who earn an AAS degree may transfer to a four-year college or university to pursue a bachelor's degree, it's important to note that some AAS courses are not granted transfer equivalency credit, nor will they fulfill the general education requirements of a bachelor's degree program.

Criminal Justice

Early Childhood Education

Electrical Lineman Technology

Golf Course and Sports Field Turf Management

Information Technology Business Management

Medical/Clinical Assistant

Medical Administrative Assistant

Petroleum Technology

Welding

Prison Offender Education

Computer Maintenance Technology

Nursery-Landscape Management

Continuing Education Programs

Continuing education courses, programs or organized learning experiences are offered for workforce development, workforce CTE's and to enhance professional and or personal goals. Continuing education allows you to pursue areas of professional or personal interest or to enhance your qualifications in an increasingly competitive and rapidly changing labor market. Continuing education offers exciting learning opportunities for everyone, regardless of interests, age, or level of education.

Workforce Education

wtc2go

Criminal Justice

The Criminal Justice Program provides the practical and professional knowledge needed to be successful in the fields of policing, corrections, probation, parole, and related security services careers. Emphasis is placed on preparing the student for the professional workplace. The curriculum is designed to provide the student with expert instruction on the most current trends, policies and practices in the field.

The A.A.S. degree requires students to complete 60 semester credit hours. There are also two certificate options.

Graduates of a Texas Police Academy or Corrections Academy may be eligible to receive college credit toward the Criminal Justice, A.A.S. degree.

Associate of Applied Science

Freshman Year

Fall Semester	**Sem.Hrs.**
**ENGL 1301 Composition I	3
CJSA 1322/CRIJ 1301 Intro to Criminal Justice	3
CJSA 1342/CRIJ 2314 Criminal Investigation or CJCR 1358 Rights of Prisoners	3
CJSA 1348 Ethics in Criminal Justice	3
CJSA 1312/CRIJ 1307 Crime in America	3
Total Semester Hours	15

Spring Semester	**Sem. Hrs.**
CJSA 1325 Criminology	3
CJSA 1330 Cybercrimes or CJCR 1304 Probation and Parole	3
CJSA 1327/CRIJ 1310 Fundamentals of Criminal Law or CJCR 2325 Legal Aspects of Corrections	3
CJSA 1313/CRIJ 1306 Court Systems and Practices	3
CJSA 1317/CRIJ 1313 Juvenile Justice System	3
Total Semester Hours	15

Sophomore Year

Fall Semester	**Sem.Hrs.**
CJSA 1351 Use of Force	3
**GOVT 2305 Federal Govt. or GOVT 2306 Texas Govt.	3
**SPCH 1318 Interpersonal Communication	3
CJSA 1359/CRIJ 2328 Police System and Practices or CJCR 1307/CRIJ 2313 Correctional Systems and Practices or SLPS 1320 Introduction to Security/Loss Prevention Management	3
**Humanities/Fine Arts Elective	3
Total Semester Hours	15

Spring Semester	**Sem.Hrs.**
CJLE 1427 Interviewing and Report Writing for CJ Professions	4
**MATH 1332 Contemporary Math I	3
CJSA 2288 Internship or CJCR 1266 Practicum, or SLPS 2289 Internship-Security and Loss Prevention Services	2
CJSA 2334 Contemporary Issues in Criminal Justice or CJCR 1309 Special Topics in Corrections/Correctional Administration, or SLPS 1391 Special Topics in Security and Loss Prevention Services	3
ITSC 1309 Integrated Software Applications I or BCIS 1305 Business Computer Applications	3
Total Semester Hours	15

Criminal Justice Certificate

Fall Semester	**Sem.Hrs.**
CJSA 1322/CRIJ 1301 Introduction to Criminal Justice	3
CJSA 1312/CRIJ 1307 Crime in America	3
CJSA 1348 Ethics in Criminal Justice	3
Total Semester Hours	9

Spring Semester	**Sem. Hrs.**
CJSA 1325 Criminology	3
CJSA 1330 Cybercrimes or CJCR 1304 Probation and Parole	3
CJSA 1317/CRIJ 1313 Juvenile Justice System	3
Total Semester Hours	9

Security/Loss Prevention Specialist Certificate

Fall Semester	**Sem.Hrs.**
SLPS 1320 Introduction to Security/Loss Prevention Management	3
CJSA 1342 Criminal Investigation or CRIJ 2314 Criminal Investigation	3
CJSA 1348 Ethics in Criminal Justice	3
CJSA 1351 Use of Force	3
Total Semester Hours	12

Spring Semester	**Sem. Hrs.**
CJLE 1427 Interviewing and Report Writing for CJ Professions	4
SLPS 1391 Special Topics in Security and Loss Prevention Services	3
SLPS 2289 Internship-Security and Loss Prevention Services	2
ITSC 1309 Integrated Software Applications I or BCIS 1305 Business Computer Applications	3
Total Semester Hours	12

**Required Academic Course

General Education Requirement Courses include at least one course from each of the following areas: Humanities/Fine Arts, Math/Natural Science, Social Behavioral Science, and other academic courses. (A course cannot count in more than one area.)

Course Descriptions

CJCR 1307. Correctional Systems and Practices. (3-3-0).
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJCR 1309. Special Topics in Corrections. (3-3-0).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

CJCR 1358. Rights of Prisoners. (3-3-0).
Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights.

CJCR 1358. Probation and Parole. (3-3-0).
A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 2325. Legal Aspects of Corrections. (3-3-0).
A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

CJCR 1266. Practicum. (2-0-14).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CJLE 1427. Interviewing and Report Writing for CJ Professions. (4-4-0).
Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

CJSA 1312. Crime in America. (3-3-0).
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

CJSA 1317. Juvenile Justice System. (3-3-0).
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CJSA 1322. Introduction to Criminal Justice. (3-3-0).
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

CJSA 1325. Criminology. (3-3-0).
Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

CJSA 1327. Fundamentals of Criminal Law. (3-3-0).
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CJSA 1330. Cybercrimes. (3-3-0).
An introduction to cybercrime. Topics include specific laws, investigative techniques, and criminological theories applicable to computer crime.

CJSA 1342. Criminal Investigation. (3-3-0).
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CJSA 1348. Ethics in Criminal Justice. (3-3-0).
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA 1351. Use of Force. (3-3-0).
Study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple times to improve student proficiency.

CJSA 2300. Legal Aspects of Law Enforcement. (3-3-0).
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CJSA 2334. Contemporary Issues in Criminal Justice. (3-3-0).
A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve.

CJSA 2288. Internship—Criminal Justice/Safety Studies. (2-0-12).
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

CRIJ 1301. Introduction to Criminal Justice. (3-3-0).
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306. Court Systems and Practices. (3-3-0).
This course is a study of the court system as it applies to the structures, procedures, practices, and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1307. Crime in America. (3-3-0).
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

CRIJ 1310. Fundamentals of Criminal Law. (3-3-0).
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ 1313. Juvenile Justice System. (3-3-0).
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2314. Criminal Investigation. (3-3-0).
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2328. Police Systems and Practices. (3-3-0).
This course examines the establishment, role, and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

SLPS 1312. Introduction to Security/Loss Prevention Management. (3-3-0).
Foundation of knowledge necessary in the field of security management. Topics include history of private security, loss prevention, prevention programs, risk assessment, vulnerability assessment, countermeasure selection, and internal and external relations and financial management as related to security/loss prevention.

SLPS 1391. Special Topics in Security and Loss Prevention. (3-3-0).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

SLPS 2289. Internship-Security and Loss Prevention Services. (2-0-12).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Early Childhood Education

The Early Childhood Education program is designed to prepare students to care for and educate young children from birth through age 8 and to provide training for caregivers or administrators in early childhood programs.

The Associate of Applied Science (AAS) program requires students to complete 60 semester credit hours of coursework with 42 in the major area of study and 18 in general education coursework. The curriculum includes two practicum courses, the second of which would be used to satisfy the capstone requirement. The program offers two certificates for part-time students. Both lead to the AAS Degree.

ASSOCIATE OF APPLIED SCIENCE
Freshman Year

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
CDEC 1311 Educating Young Children	3	CDEC 1319 Child Guidance	3
CDEC 1303 Families, School, & Comm	3	CDEC 1318 Wellness of the Young Child	3
CDEC 1313 Curriculum Resources	3	CDEC 1354 Child Growth & Development	3
CDEC 1356 Emergent Literacy	3	CDEC 2366 Practicum	3
**MATH 1314 or MATH 1332	3	**ENGL 1301Composition	3
Total Semester Hours	15	Total Semester Hours	15

Sophomore Year

Fall Semester	Sem.Hrs.	Spring Semester	Sem.Hrs.
CDEC 1321 The Infant & Toddler	3	**Humanities/Fine Arts Elective	3
**BCIS 1305 Business Computer Applications	3	**Social/Behavioral Science Elective	3
**SPCH 1315 Public Speaking	3	CDEC 1358 Creative Arts for EC	3
CDEC 2326 Administration Programs	3	CDEC 1323 Observation and Assessment	3
CDEC 1359 Children with Special Needs	3	CDEC 2367 Practicum (Capstone)	3
Total Semester Hours	15	Total Semester Hours	15

CHILD DEVELOPMENT CERTIFICATE
(18 total hours)

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
CDEC 1311 Educating Young Children	3	CDEC 1319 Child Guidance	3
CDEC 1303 Families, School & Comm	3	CDEC 1318 Wellness of the Young Child	3
CDEC 1313 Curriculum Resources	3	CDEC 1354 Child Growth & Develop	3
Total Semester Hours	9	Total Semester Hours	9

EARLY CHILDHOOD CERTIFICATE
(36 total hours)

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
CDEC 1311 Educating Young Children	3	CDEC 1319 Child Guidance	3
CDEC 1303 Families, School, and Comm	3	CDEC 1318 Wellness of the Young Child	3
CDEC 1313 Curriculum Resources	3	CDEC 1354 Child Growth and Development	3
CDEC 1356 Emergent Literacy	3	CDEC 1358 Creative Arts for EC	3
CDEC 1321 The Infant & Toddler	3	CDEC 1323 Observation and Assessment	3
CDEC1359 Children with Special Needs	3	CDEC2366 Practicum	3
Total Semester Hours	18	Total Semester Hours	18

**Required Academic Course

General Education Requirement Courses include at least one course from each of the following areas: Humanities/Fine Arts, Math/Natural Science, Social Behavioral Science, and other academic courses. (A course cannot count in more than one area.)

Course Descriptions

CDEC 1303. Families, School, and Community. (3-3-1).
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311. Educating Young Children. (3-3-1).

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1313. Curriculum Resources for Early Childhood Programs. (3-3-1).

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight..

CDEC 1318. Wellness of the Young Child. (3-3-1).
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local as well as national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1319. Child Guidance. (3-3-1).
An exploration of guidance strategies for promoting pro-social behaviors with individuals and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.

CDEC 1321. The Infant and Toddler. (3-3-1).
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

CDEC 1323. Observation and Assessment. (3-3-1).
A study of observation skills, assessment techniques, and documentation of children's development.

CDEC 1354. Child Growth and Development. (3-3-0).
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

CDEC 1356. Emergent Literacy for Early Childhood. (3-3-1).

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum for children from birth through age eight.

CDEC 1358. Creative Arts for Early Childhood. (3-2-3).
An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking in children from birth through age eight.

CDEC 1359. Children with Special Needs. (3-2-3).
A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2326. Administration of Programs for Children I. (3-3-1).
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.(Rd, Wtg)

CDEC 2366. Practicum. (3-0-21).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (Capstone for Certificate Program.) Prerequisite: CDEC 1311, 1313, 1318, & 1319.

CDEC 2367. Practicum. (3-0-21).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (Capstone for AAS degree.) Prerequisite: CDEC 1311, 1313, 1318, 1319, & 2366.

Electrical Lineman

This program prepares individuals to build, repair, and maintain electrical distribution systems. Job duties include stringing new wire or maintaining old wire, installing and maintaining insulators, setting towers or poles to hold electrical wire, assembling and erecting substations, installing and repairing traffic or train signals, and tree trimming. Linemen are in high demand during natural disasters such as tornadoes, ice storms, and hurricanes. Individuals who graduate with this certificate will have the basic knowledge and skills of electrical distribution.

Students enrolled in this program are required to have personal health/accident insurance and are subject to random drug testing.

ELECTRICAL LINEMAN TRAINING CERTIFICATE

Fall Semester	Sem. Hrs.
LNWK 1301 Orientation & Line Skill Fund	3
LNWK 1311 Climbing Skills	3
LNWK 2321 Live Line Safety	3
LNWK 1241 Distribution Operations	2
LNWK 1270 Basic Electricity and Metering	2
LNWK 1370 Rigging for Electrical Lineworker	3
CVOP 1205 Commercial Drivers License Written Skills	2
Total Semester Hours	18

Spring Semester	Sem. Hrs.
LNWK 1273 Overhead Line Construction I	2
LNWK 2324 Troubleshooting Distribution Systems	3
LNWK 1371 Underground Distribution Systems	3
LNWK 1231 Transformer Connections	2
LNWK 1211 Climbing Skills	2
CVOP 1201 Commercial Drivers License	2
Total Semester Hours	14

Course Descriptions

CVOP 1201. Commercial Drivers License Driving Skills. (2-1-4).
Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.

CVOP 1205 Commercial Drivers License Written Skills (2-1-4).
Overview of the State of Texas Class A Commercial Drivers License written test. In-depth coverage of general knowledge, air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination.

LNWK 1211. Climbing Skills. (2-1-4).
Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 1231. Transformer Connections. (2-1-3).
An introduction to basic transformer connections and theory (including basic alternating current (AC) theory) and their direct application to single phase and three phase transformers. Students will study and practice basic transformer connections and fundamentals.

LNWK 1241. Distribution Operations. (2-1-2).
A study of the theoretical and practical operation of electric utility distribution systems. Topics include customer service voltages, capacitors, and coordination of protection equipment.

LNWK 1270. Basic Electricity and Metering. (2-2-0).
This course teaches the fundamental principles of electrical theory as applied to electrical circuits and devices such as transformers, inductors, and capacitors. This course also presents an overview of kilowatt-hour meters and meter operation.

LNWK 1273. Overhead Line Construction I. (2-2-0).
This course covers the basic layout of overhead distribution systems, basic utility pole setting, removing, framing, and guying.

LNWK 1291. Special Topics in Lineworker. (2-1-3).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

LNWK 1301. Orientation and Line Skill Fundamentals. (3-2-3).
Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations.

LNWK 1311. Climbing Skills. (3-2-4).
Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 1370. Rigging for Electrical Lineworker. (3-2-4).
Introduction to rigging and hoisting in the line industry. Includes selecting proper rigging equipment, rope knots, splices, slings and hitches.

LNWK 1371. Underground Distribution Systems. (3-2-4).
Examination of Electric Utility underground distribution systems and processes. This course also covers some of the common safety hazards found in URD work environments and how to minimize the effects of electrical, atmospheric, and structural hazards.

LNWK 2321. Live Line Safety. (3-2-2).
Study of cover-up procedures and safety requirements for work on energized electrical circuits. Includes use, care, and inspection of cover-up material, recognizing nominal voltages and energized parts, approach distances, and safety.

LNWK 2324. Troubleshooting Distribution Systems. (3-2-4).
Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints.

Farm and Ranch Management

Western Texas College's Farm & Ranch Management program prepares graduates to enter the technical side of the agricultural industry. Students receive practical training is areas such as animal reproduction, crop science, and range management. The Program offers the Associate of Applied Science Degree as well as a certificate option.

Students enrolled in the program are required to have personal health insurance and are subject to random drug testing.

ASSOCIATE OF APPLIED SCIENCE***
Freshman Year

Fall Semester	**Sem.Hrs.**
AGAH 1447 Animal Reproduction	
OR AGRI 1419 Introductory Animal Science	4
AGME 1315 Farm & Ranch Shop Skills I	3
HALT 1305 Horticultural Soils	3
AGRI 1131 Agricultural Industry	1
**MATH 1332 Contemporary Math I	3
Total Semester Hours	14

Spring Semester	**Sem. Hrs.**
AGAH 1343 Animal Health	3
AGAH 1453 Beef Cattle Production	4
AGAH 2413 Principles of Feed & Feeding	4
AGMG 1311 Introduction to Agribusiness	3
Total Semester Hours	14

Sophomore Year

Fall Semester	**Sem.Hrs.**
AGMG 1444 Agricultural Records Management	4
AGCR 1307 Range Management	3
SPAN 1300 Conversational Spanish	3
**Humanities/Fine Arts Elective	3
**English 1301	3
Total Semester Hours	16

Spring Semester	**Sem.Hrs.**
AGRI 2330 Wildlife Conservation & Management	3
AGCR 1403 Crop Science	4
AGMG 2365 Practicum (or Field Experience) Farm/Farm and Ranch Management	3
**AGRI 2317 Introduction to Agriculture Economics	3
**SPCH 1318 Interpersonal Communications	3
Total Semester Hours	16

**General Education Requirement courses are from the fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

FARM & RANCH MANAGEMENT ONE-YEAR CERTIFICATE***

Fall Semester	**Sem.Hrs.**
AGAH 1447 Animal Reproduction	
OR AGRI 1419 Introductory Animal Science	4
AGME 1315 Farm & Ranch Shop Skills I	3
HALT 1305 Horticultural Soils	3
AGRI 1131 Agricultural Industry	1
Total Semester Hours	11

Spring Semester	**Sem. Hrs.**
AGAH 1343 Animal Health	3
AGAH 1453 Beef Cattle Production	4
AGAH 2413 Principles of Feed & Feeding	3
AGMG 1311 Introduction to Agribusiness	3
Total Semester Hours	14

Course Descriptions

AGAH 1447. Animal Reproduction. (4-3-2).
Study of organs, functions, endocrinology, and common management practices related to reproduction.

AGAH 1343. Animal Health. (3-2-2).
An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

AGAH 1453. Beef Cattle Production. (4-3-2).
An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing.

AGAH 2413. Principles of Feed & Feeding. (4-3-2).
Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

AGCR 1307. Range Management. (3-2-2).
Practical problems of managing native pastures and rangelands. Includes rangeland ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

AGCR 1403. Crop Science. (4-3-2).
Fundamentals of the development, production, and management of field crops. Topics include the classification and distribution of field crops, botany, soils, plant breeding, pest management, and harvesting.

AGME 1315. Farm & Ranch Shop Skills. (3-2-3).
Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete.

AGMG 1444. Agricultural Records Management. (4-4-0).
Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

AGMG 1311. Introduction to Agribusiness. (3-3-0).
Introduction to agribusiness management, marketing, and sales in the free enterprise system. Topics include economic principles, finance, risk management, record keeping, budgeting, employee/employer responsibilities, communications, human relation skills, and agricultural career opportunities.

AGMG 2365. Practicum. (3-0-21).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

AGRI 1131. Agricultural Industry. (1-1-1).
Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

AGRI 1419. Introductory Animal Science. (4-3-3).
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries.

AGRI 2330. Wildlife Conservation & Management. (3-3-0).
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

HALT 1305. Horticultural Soils. (3-3-1).
A study of the physical properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants.

Golf Course and Sports Field Turf Management

The Golf Course and Sports Field Turf Management Program offers the Associate of Applied Science Degree as well as a certificate program. Graduates will be prepared to enter into several areas of the horticulture industry including golf course management, sports field management, parks and recreation, the irrigation industry, School District, College, and University Groundskeeper, and sales of turf equipment.

The program offers a One Year Certificate leading to an Associate Degree.

Students enrolled in this program are required to have personal health/accident insurance and are subject to random drug testing.

GOLF COURSE AND SPORTS FIELD TURF MANAGEMENT ASSOCIATES OF APPLIED SCIENCE

Freshman Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
BMGT 1327 Principles of Management	3	HALT 1324 Turfgrass Science & Mgmt.	3
HALT 1333 Landscape Irrigation	3	HALT 2323 Horticultural Pest Control	3
HALT 1305 Horticultural Soils	3	HALT 2418 Soil Fertility and Fertilizers	4
HALT 1327 Horticultural Equipment Management OR		HALT 2312 Turfgrass Maintenance	3
AGME 1315 Farm and Ranch Shop Skills I	3	**Social/Behavioral Science Elective	3
SPAN 1300 Conversational Spanish	3		
Total Semester Hours	15	Total Semester Hours	16

Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
**ENGL 1301 English Composition I	3	**MATH 1332 or MATH 1314	3
**SPCH 1318 Interpersonal Communication	3	HALT 2373 Synth. Sports Turfgrass Applications	3
**Humanities/Fine Arts Elective	3	HALT 1345 Golf/Sports Field/Park Management	3
HALT 2310 Adv. Landscape Irrigation OR HALT 1338		HALT 1346 Specialized Turfgrass Management	3
Irrigation Water Management and Conservation	3	HALT 2386 Internship in Horticulture Services	3
HALT 1276 Introduction to Sports Field Design	2		
Total Semester Hours	14	Total Semester Hours	15

**General Education Requirement courses are from the fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

GOLF COURSE AND SPORTS FIELD TURF MANAGEMENT
ONE-YEAR CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HALT 1333 Landscape Irrigation	3	HALT 1324 Turfgrass Science and Mgmt	3
HALT 1305 Horticultural Soils	3	HALT 2323 Horticultural Pest Control	3
HALT 1327 Horticultural Equipment Management OR		HALT 2418 Soil Fertility and Fertilizers	4
AGME 1315 Farm and Ranch Shop Skills I	3	HALT 2312 Turfgrass Maintenance	3
SPAN 1300 Conversational Spanish	3		
Total Semester Hours	12	Total Semester Hours	12

INTRO TO HORTICULTURE
ONE-YEAR CERTIFICATE***

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HALT 1209 Interior Plants	2	HALT 2323 Horticultural Pest Control	3
HALT 2314 Plant Propagation	3	HALT 2418 Soil Fertility and Fertilizers	4
Total Semester Hours	5	Total Semester Hours	7

Course Descriptions

See academic course descriptions section in catalog for the following course descriptions: ENGL 1301, MATH 1332, 1314, SPAN 1300.

AGME 1315. Farm and Ranch Shop Skills I. (3-2-3).
Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete.

BMGT 1327. Principles of Management. (3-3-0).
Concepts, terminology, principles, theories, and issues in the field of management.

HALT 1209. Interior Plants. (2-1-3).
Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants.

HALT 1276. Introduction to Sports Field Design. (2-1-2).
This course introduces specific sports field designs. Topics include baseball, soccer, and football fields.

HALT 1305. Horticultural Soils. (3-3-1).
A study of the physical properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants.

HALT 1324. Turfgrass Science and Management. (3-3-1).
In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

HALT 1327. Horticultural Equipment Management. (3-2-3).
Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

HALT 1333. Landscape Irrigation. (3-3-1).
In-depth coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and commercial applications, troubleshooting, repair, and technological advances in irrigation systems.

HALT 1338. Irrigation Water Management and Conservation. (3-2-3).
Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

HALT 1345. Golf/Sports Field/Park Management. (3-3-0).
Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

HALT 1346. Specialized Turfgrass Management. (3-2-3).
An overview of the construction and management of specialized turf features such as putting greens, tee boxes, bunkers, and sand-based ball fields. Topics include the equipment and cultural practices utilized for intensively managed turf areas.

HALT 1401. Principles of Horticulture (4-3-2)
An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

HALT 1491. Special Topics in Horticulture Services, Operations, and Management. (4-3-2).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency."

HALT 2310. Advanced Landscape Irrigation. (3-3-1).
Advanced applications of landscape irrigation. Topics include commercial applications of irrigation including athletic fields, golf courses, and large commercial projects. Topics also include equipment, design, performance, troubleshooting, maintenance, and repair. (Rd, Wtg)

HALT 2312. Turfgrass Maintenance. (3-3-1).
Instruction in common turfgrass cultural practices. Topics include calculation and application of materials and the operation and maintenance of equipment.

HALT 2314. Plant Propagation. (3-3-1).
A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture as well as environmental factors of propagation.

HALT 2418. Soil Fertility and Fertilizers. (4-3-4).
An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

HALT 2323. Horticultural Pest Control. (3-3-1).
Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include: procedures; methods; Safety requirements; integrated pest management (IPM); and chemical, natural and biological controls.

HALT 2373. Synthetic Sports Turfgrass Applications. (3-2-4).
An overview of synthetic turfgrass for sports fields. Topics include history of synthetic turf, selection of synthetic turfgrass, construction and installation of synthetic fields, troubleshooting, maintenance and repair.

HALT 2386. Internship-Horticulture Services Operations and Management. (3-0-10).
A work-based learning experience external to the college that enables the student to apply specialized occupational theory, skills, and concepts. A written agreement and learning plan is developed by the college and the employer. (Capstone Course)

Information Technology Business Management

The Information Technology Business Management program at Western Texas College is ideal for students who are interested in acquiring the skills needed to succeed in today's competitive environment. This program helps many students prepare for a variety of exciting entry-level technology, business, and medical support positions. Successful completion of a two-year curriculum will qualify students for the Associate of Applied Science Degree. The Information Technology Business Management program also offers several choices of certificates: Web Design, Information Technology, Business Office Specialist, and Medical Office Specialist.

- The Web Design Certificate provides a foundation for designing Web pages. The certificate includes working with cutting-edge software programs including state-of-the-art Web design products, graphic programs, and Web programming applications.
- The Business Office Specialist certificate provides training in the business office environment including office applications and customer service.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Freshman Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITSW 1301 Intro to Word Processing	3	BCIS 1305 Business Computer Applications	3
ITSW 1304 Intro to Spreadsheets	3	ITSW 1307 Intro to Database	3
ITSC 2339 Personal Computer Help Desk	3	ITSY 1300 Fundamentals of Info Security	3
ITSW 1310 Intro to Word Presentations	3	BUSG 1302 E-Business Management	3
MATH 1332 ***or* MATH 1314	3	**ENGL 1301 Composition	3
Total Semester Hours	15	Total Semester Hours	15

Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
COSC 1301 Intro to Computing	3	ITSE 1301 Web Design Tools	3
IMED 1316 Web Design I	3	**Social/Behavioral Science Elective	3
ITNW 1325 Fundmentals of Networking	3	ITSW 2334 Advanced Spreadsheets	3
POFI 2340 Advanced Word Processing	3	**Humanities/Fine Arts Elective	3
**SPCH 1315 Public Speaking or SPCH 1321Business & Personal Comm	3	ITSW 2386 Internship	3
Total Semester Hours	15	Total Semester Hours	15

**General Education Requirement courses are from the fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

WEB DESIGN CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITSE1311 Beginning Web Programming	3	ITSW 2334 Advanced Spreadsheets	3
IMED 1345 Interactive Digital Media I	3	ITSE 1301 Web Design Tools	3
IMED 1316 Web Design I	3	ITSW 1307 Intro to Database	3
ITSC 1391 Special Topics in Computer & Information Sciences, General	3	ITSY 1300 Fundamentals of Information Security	3
Total Semester Hours	12	Total Semester Hours	12

BUSINESS OFFICE SPECIALIST CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITSW 1301 Intro to Word Processing	3	BCIS 1305 Business Computer Applications	3
ITSW 1304 Intro to Spreadsheets	3	ITSW 1307 Intro to Database	3
ITSC 2339 Personal Computer Helpdesk	3	ITSY 1300 Fund. of Information Security	3
ITSW 1310 Intro to Presentation Graphics Software	3	BUSG 1302 E-Business Management	3
Total Semester Hours	12	Total Semester Hours	12

INFORMATION TECHNOLOGY CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
ITSC 2339 Personal Computer Help Desk	3	BCIS 1305 Business Computer Applications	3
IMED 1316 Web Design I	3	ITSE 1301 Web Design Tools	3
COSC 1301 Intro to Computing	3	ITSY 1300 Fund. of Information Security	3
ITNW 1325 Fundamentals of Networking	3	BUSG 1302 E-Business Management	3
Total Semester Hours	12	Total Semester Hours	12

Course Descriptions

See Academic Course Descriptions section in the catalog for the following courses: BCIS 1305, COSC 1301, ENGL 1301, SPCH 1315, EDUC 1300.

BUSG 1301. Introduction to Business. (3-2-1).
Fundamental business principles including structure, functions, resources, and operational processes.

BUSG 1302. E-Business Management. (3-2-4).
Introduction to business. Includes the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, and electronic payment systems. Also covers strategies for marketing, sales, and purchasing; legal, ethical, and tax issues; and management functions.

CPMT 1303. Introduction to Computer Technology. (3-2-4).
A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

IMED 1316. Web Page Design. (3-2-4).
Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.

IMED 1345. Interactive Digital Media I. (3-2-4).
Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

ITNW 1325. Fundamentals of Networking Technologies. (3-2-4).
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITSC 2339. Personal Computer Help Desk. (3-2-4).
Diagnosis and solution of user hardware and software related problems with on-the-job and /or simulated projects.

ITSE 1301. Web Design Tools. (3-2-4).
Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Includes graphic design issues and exploration of tools available for creating and editing Web documents.

ITSE 1311. Beginning Web Programming. (3-2-4).
Skill development in web programming including mark-up and scripting languages.

ITSW 1301 Introduction to Word Processing. (3-2-4).
An overview of the production of documents, tables, and graphics.

ITSW 1304 Introduction to Spreadsheets. (3-2-4).
Instruction in the concepts, procedures, and application of electronic spreadsheets..

ITSW 1307 Introduction to Database. (3-2-4).
Introduction to database theory and the practical applications of a database.

ITSW 1310. Introduction to Presentation Graphics Software. (3-2-4).
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

ITSW 2334. Advanced Spreadsheets. (3-2-4).
Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

ITSW 2386. Internship – Data Processing and Data Processing Technology/Technician. (3-0-9).
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

ITSY 1300. Fundamentals of Information Security. (3-2-4).
Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identify exposures and vulnerabilities, and countermeasures; discuss the importance of planning and administrative controls; identify elements of information security risk management; and identify best practices and appropriate defenses, including firewalls, encryption, physical security, intrusion detection, and biometrics.

POFI 2340. Advanced Word Processing. (3-2-4).
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

Medical/Clinical Assistant

The Medical/Clinical Assistant Program trains students to perform a variety of tasks in a health-care setting. The Program offers the Associate of Applied Science Degree as well as a certificate option. Upon completion of either track, students will be able to make application to take the certification exam with American Medical Technologist to become a Registered Medical Assistant (RMA).

Students enrolled in the program are required to have personal health insurance and are subject to random drug testing.

MEDICAL/CLINICAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE

Freshman Year

Fall Semester	Sem. Hrs.
EDUC 1100 Learning Frameworks	1
MDCA 1409 Anatomy & Physiology for Medical Assistants	4
MDCA 1313 Medical Terminology for Medical Assistants OR HITT 1305 Medical Terminology	3
MDCA 1321 Administrative Procedures	3
MDCA 1305 Medical Law & Ethics	3
MDCA 1310 Medical Assistant Interpersonal & Communication Skills OR SPCH 1318 Interpersonal Communications	3
Total Semester Hours	17

Spring Semester	Sem. Hrs.
MDCA 1352 Medical Assisting Laboratory Procedures	3
MDCA 1348 Pharmacology & Administration of Medications	3
MDCA 1343 Medical Insurance	3
MDCA 1317 Procedures in a Clinical Setting	3
MCDA 1302 Human Disease/Pathophysiology or HPRS 2301 Pathosphysiology	3
Total Semester Hours	15

Maymester	Sem. Hrs.
MDCA 1354 Medical Assisting Credentialing Exam Review	2
Total Semester Hours	2

Summer I	Sem. Hrs.
MDCA 1164 Practicum (or Field Experience)-Medical/ Clinical Assistant	1
MDCA 1154 Medical Assisting Credentialing Exam Review	1
Total Semester Hours	2

Sophomore Year

Fall Semester	Sem. Hrs.
ENGL 1301 Composition I	3
MDCA 1391 Spec Topics in Medical Assistant	3
SPAN 1300 Conversational Spanish OR SPNL 1301 Health Care Spanish	3
PSYC 2301 General Psychology	3
Total Semester Hours	12

Spring Semester	Sem. Hrs.
MATH 1332 Contemporary Math I OR MATH 1342 Elementary Statistical Methods	3
BCIS 1305 Business Computer Applications	3
PHIL 2306 Introduction to Ethics OR Humanities/Fine Arts Elective	3
PSYC 2314 Life Span Growth and Development	3
Total Semester Hours	12

MEDICAL/CLINICAL ASSISTING LEVEL II, CERTIFICATE

Fall Semester	Sem. Hrs.
EDUC 1100 Learning Frameworks	1
MDCA 1309 Anatomy & Physiology for Medical Assistants	4
MDCA 1313 Medical Terminology for Medical Assistants OR HITT 1305 Medical Terminology	3
MDCA 1321 Administrative Procedures	3
MDCA 1305 Medical Law & Ethics	3
MDCA 1310 Medical Assistant Interpersonal & Communication Skills OR SPCH 1318 Interpersonal Communications	3
Total Semester Hours	17

Spring Semester	Sem. Hrs.
MDCA 1352 Medical Assisting Laboratory Procedures	3
MDCA 1348 Pharmacology & Administration of Medications	3
MDCA 1343 Medical Insurance	3
MDCA 1317 Procedures in a Clinical Setting	3
MCDA 1302 Human Disease/Pathophysiology or HPRS 2301 Pathosphysiology	3
Total Semester Hours	15

Maymester	Sem. Hrs.
MDCA 1354 Medical Assisting Credentialing Exam Review	2
Total Semester Hours	2

Summer I	Sem. Hrs.
MDCA 1164 Practicum (or Field Experience)-Medical/ Clinical Assistant	1
MDCA 1154 Medical Assisting Credentialing Exam Review	1
Total Semester Hours	2

Course Descriptions

See academic course descriptions section in catalog for the following course descriptions: BCIS 1305, EDUC 1100, ENGL 1301, MATH 1332, PHIL 2306, PSYC 2314, SPAN 1300, SPCH 1318.

ECRD 1211. Electrocardiography. (2-1-3).
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

MDCA 1254. Medical Assisting Credentialing Exam Review. (2-1-4).
A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

MDCA 1264. Practicum (or Field Experience)-Medical/Clinical Assistant. (2-0-20).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

MCDA 1302. Human Disease/Pathophysiology. (3-2-4).
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MDCA 1305. Medical Law & Ethics. (3-2-4).
Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

MDCA 1310. Medical Assistant Interpersonal & Communication Skills. (3-2-4).
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting.

MDCA 1313. Medical Terminology for Medical Assistants. (3-2-3).
A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and a combination of medical terms from prefixes, suffixes, roots, and combining forms.

MDCA 1317. Procedures in a Clinical Setting. (3-2-4).
Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

MDCA 1321. Administrative Procedures. (3-2-4).
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

MDCA 1343. Medical Insurance. (3-2-4).
Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings.

MDCA 1348. Pharmacology & Administration of Medications. (3-2-4).
Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

MDCA 1352. Medical Assisting Laboratory Procedures. (3-2-4).
Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing.

MDCA 1391. Special Topics in Medical Assistant. (3-2-4).
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

MDCA 1409. Anatomy & Physiology for Medical Assistants. (4-2-6).
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

SPNL 1301. Health Care Spanish. (3-3-0).
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

Medical Administrative Assistant

The Medical Administrative Assistant Program at Western Texas College is ideal for students who are interested in acquiring the skills needed to succeed in today's competitive medical office environment. This program helps students to prepare for a variety of exciting entry-level medical office support positions, such as medical billing, medical records and medical clinic management. Successful completion of a two-year curriculum will qualify students for the Associate of Applied Science Degree. The program also offers a choice of a certificate: Medical Administrative Assistant. The Medical Administrative Assistant certificate includes an industry recognized national certification.

MEDICAL ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE DEGREE

Freshman Year

Fall Semester	Sem. Hrs.
EDUC 1100 Learning Framework	1
MDCA 1313 Medical Terminology for Medical Assistants OR HITT 1305 Medical Terminology	3
MDCA 1321 Administrative Procedures	3
MDCA 1310 Medical Assistant Interpersonal & Communication Skills OR SPCH 1318 Interpersonal Communications	3
MDCA 1305 Medical Law & Ethics OR HITT 1353 Legal & Ethical Aspects of Health Info	3
HITT 1401 Health Data Content & Structure	4
Total Semester Hours	17

Spring Semester	Sem. Hrs.
MDCA 1343 Medical Insurance	3
POFM 1302 Medical Software Applications	3
POFT 1413 Professional Workplace Preparation	4
MDCA 1254 Medical Assisting Credentialing Exam Review [CMAA]	2
POFM 1165 Practicum - Medical Administrative/ Executive Assistant	1
Total Semester Hours	13

Sophomore Year

Fall Semester	Sem. Hrs.
ENGL 1301 Composition I	3
MDCA 1391 Special topic in Medical Assistant Customer Service	3
SPAN 1300 Conversational Spanish	3
GOVT 2305 Federal Government	3
HPRS 2331 General Health Professions Mgmt	3
Total Semester Hours	15

Spring Semester	Sem. Hrs.
MATH 1332 Contemporary Math I	3
BCIS 1305 Business Computer Applications	3
PHIL 2306 Introduction to Ethics OR Humanities/Fine Arts Elective	3
PSYC 2301 General Psychology	3
HITT 2340 Advanced Medical Billing	3
Total Semester Hours	15

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Fall Semester	Sem. Hrs.
EDUC 1100 Learning Framework	1
MDCA 1313 Medical Terminology for Medical Assistants OR HITT 1305 Medical Terminology	3
MDCA 1321 Administrative Procedures	3
MDCA 1310 Medical Assistant Interpersonal & Communication Skills OR SPCH 1318 Interpersonal Communications	3
MDCA 1305 Medical Law & Ethics OR HITT 1353 Legal & Ethical Aspects of Health Info	3
HITT 1401 Health Data Content & Structure	4
Total Semester Hours	17

Spring Semester	Sem. Hrs.
MDCA 1343 Medical Insurance	3
POFM 1302 Medical Software Applications	3
POFT 1413 Professional Workplace Preparation	4
MDCA 1254 Medical Assisting Credentialing Exam Review [CMAA]	2
POFM 1165 Practicum - Medical Administrative/ Executive Assistant	1
Total Semester Hours	13

Course Descriptions

HITT 1401. Health Data Content and Structure. (4-2-6).
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1305. Medical Terminology. (3-2-4).
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1353. Legal and Ethical Aspects of Health Information. (3-2-4).
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

HITT 2340. Advanced Medical Billing & Reimbursement. (3-2-4).
Skill development coding to prepare reimbursement forms in various health care settings for submission to payers.

HPRS 2331. General Health Professions Management. (3-2-4).
Exploration and application of management concepts necessary for effective health profession operations. Prerequisites: HITT 1305, ITSC 1391, ITSW 1301 and MDCA 1321.

MDCA 1321. Administrative Procedures. (3-2-4).
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

POFM 1302. Medical Software Applications. (3-2-4).
Medical software applications for the management and operation of health care information systems.

POFM 1165. Practicum (or Field Experience)- Medical Administrative/Executive Assistant.
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

POFT 1413. Professional Workforce Preparation. (4-2-4).
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Petroleum Technology

The Petroleum Technology program provides a broad overview of the petroleum industry. Students will experience viewing, working, and training with procedures and equipment utilized throughout the process of oil production. The objective of this program is to provide education for each of the steps involved in energy production. Achieved knowledge and specialized training will enable the student to choose and successfully pursue a career in almost any of the aspects of the petroleum industry. The program also offers a one-year certificate.

Students enrolled in this program are required to have personal health/accident insurance and are subject to random drug testing.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Year One

Fall Semester	**Sem. Hrs.**
PTRT 1301 Intro to Petroleum Industry	3
PTRT 1313 Industrial Safety	3
PTRT 1309 Corrosion Basics	3
**MATH 1332 Contemporary Mathematics I or MATH 1314 College Algebra	3
**Social/Behavioral Science Elective	3
Total Semester Hours	15

Spring Semester	**Sem. Hrs.**
PTRT 1324 Petroleum Instrumentation	3
INMT 2303 Pumps, Compressors, Mechanical	3
PTRT 2359 Petroleum Computer Applications	3
**ENGL 1301 Composition I	3
**GEOL 1401 Earth Sciences I	4
Total Semester Hours	16

Year Two

Fall Semester	**Sem. Hrs.**
CTEC 1401 Applied Petrochem Tech OR *PHYS 1401 College Physics I	4
INTC 1358 Flow & Measurement Calibration	3
ELMT 1301 Programmable Logic Controllers	3
PTRT 1307 Recovery & Production Methods	3
**Humanities/Fine Arts Elective	3
Total Semester Hours	16

Spring Semester	**Sem. Hrs.**
INMT 2488 Internship ***or*** PTRT 1491 Special Topics (Capstone)	4
PTRT 2332 Artificial Lift	3
PTRT 1321 Oil Field Hydraulics	3
PTRT 1312 Petroleum Regulations	3
Total Semester Hours	13

**General Education Requirement courses are from the fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

One Year Certificate

Fall Semester	**Sem. Hrs.**
PTRT 1301 Intro to Petroleum Industry	3
PTRT 1313 Industrial Safety	3
PTRT 1309 Corrosion Basics	3
Total Semester Hours	9

Spring Semester	**Sem. Hrs.**
PTRT 1324 Petroleum Instrumentation	3
INMT 2303 Pumps, Compressors, Mechanical	3
PTRT 2359 Petroleum Computer Applications	3
Total Semester Hours	9

Course Descriptions

CTEC 1401. Applied Petrochemical Technology. (4-3-4).
Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.

ELMT 1301. Programmable Logic Controllers. (3-2-4).
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

INMT 2303. Pumps, Compressors, & Mechanical Devices. (3-2-4).
A study of the theory and operation of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives. Prerequisite: PTRT 1313.

INMT 2488. Internship - Manufacturing Technology/Technician. (4-0-12).
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

INTC 1358. Flow and Measurement Calibration. (3-2-4).
Practical methods of flow measurements and flow integration. Emphasized primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.

PTRT 1301. Introduction to Petroleum Industry. (3-2-4).
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

PTRT 1307. Recovery and Production Methods. (3-2-4).
Petroleum recovery and production methods.

PTRT 1309. Corrosion Basics. (3-2-4).
Principles of corrosion as it applies to oil and gas industries. Addresses the deterioration of materials, devices, and pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

PTRT 1312. Petroleum Regulations. (3-2-4).
Regulatory requirements and structures associated with the petroleum industry.

PTRT 1313. Industrial Safety. (3-2-4).
An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards.

PTRT 1321. Oil Field Hydraulics. (3-2-4).
Study hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

PTRT 1324. Petroleum Instrumentation. (3-2-4).
Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment. Prerequisite: PTRT 1313.

PTRT 1491. Special Topics in Petroleum Technology. (4-3-4).
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

PTRT 2332. Artificial Lift. (3-2-4).
Practical aspects of artificial lift in production systems.

PTRT 2359. Petroleum Computer Applications. (3-2-4).
Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems.

Welding

The Welding Program at Western Texas College focuses on practical experience and applications from business and industry. Classes are taught with a hands-on approach, giving students the opportunity for application of knowledge gained in the program and preparing students to successfully enter welding careers.

The objectives of this program are:

To develop skills in the use of the tools of the trade so that a student may be successful in taking and passing examinations to become employed or to become a certified code welder.

To develop knowledge and skills in reading a blueprint and the ability to follow that blueprint to design, layout, and fabrication of the desired structure.

Students may choose the two-year Associate of Applied Science Degree curriculum or any of the three one-year certificate options.

Students enrolled in this program are required to have personal health/accident insurance and are subject to random drug testing.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Freshman Year

Fall Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, Equip	3
WLDG 1525 Intro. to Oxy-Fuel Welding & Cutting	5
WLDG 2439 Advncd Oxy-Fuel Welding & Cutting	4
**Social/Behavioral Science Elective	3
Total Semester Hours	15

Spring Semester	Sem. Hrs.
WLDG 1557 Intermed. Shielded Metal Arc Welding	5
WLDG 1528 Intro. to Shielded Metal Arc Welding	5
WLDG 1313 Intro to Blueprint Reading for Welders	3
**ENGL 1301 Composition I	3
Total Semester Hours	16

Sophomore Year

Fall Semester	Sem. Hrs.
WLDG 2443 Advncd Shielded Metal Arc Welding	4
WLDG 2406 Intermediate Pipe Welding	4
WLDG 2435 Advanced Layout & Fabrication	4
**MATH 1332 Contemporary Math I	3
Total Semester Hours	15

Spring Semester	Sem. Hrs.
WLDG 2451 Advncd Gas Tungsten Arc (TIG)	4
WLDG 2447 Advncd Gas Metal Arc (MIG) (Capstone)	4
**Humanities/Fine Arts Elective	3
**SPCH 1315 Public Speaking	3
Total Semester Hours	14

CERTIFICATE

Introduction to Welding Technology

Fall Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, & Equip	3
WLDG 1521 Welding Fundamentals or WLDG 1525 Intro to Oxy-fuel Welding & Cutting	5
Total Semester Hours	8

Spring Semester	Sem. Hrs.
WLDG 1313 Intro to Blueprint Reading for Welders	3
WLDG 1202 Fundamentals of Gas Metal Arc Welding GMAW)	2
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW)	2
Total Semester Hours	7

CERTIFICATE

Beginning Welding

Fall Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, & Equipment	3
WLDG 1525 Intro. to Oxy-Fuel Welding & Cutting	5
WLDG 2439 Advanced Oxy-Fuel Welding & Cutting	4
Total Semester Hours	12

Spring Semester	Sem. Hrs.
WLDG 1557 Inter. Shielded Mtl Arc Welding (Capstone)	5
WLDG 1528 Intro. to Shielded Metal Arc Welding	5
WLDG 1313 Intro. to Blueprint Reading for Welders	3
Total Semester Hours	13

CERTIFICATE

Advanced Welding

Fall Semester	Sem. Hrs.
WLDG 2443 Advanced Shielded Metal Arc Welding	4
WLDG 2406 Complete Pipe Welding	4
WLDG 2435 Advanced Layout & Fabrication	4
Total Semester Hours	12

Spring Semester	Sem. Hrs.
WLDG 2451 Advanced Gas Tungsten Arc (TIG)	4
WLDG 2447 Advanced Gas Metal Arc (MIG) (Capstone)	4
WLDG 2553 Advanced Pipe Welding	5
Total Semester Hours	13

**General Education Requirement courses are from the fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

Course Descriptions

WLDG 1202. Fundamentals of Gas Metal Arc Welding (GMAW). (2-1-3).
Includes setup and safe use of GMAW equipment as well as instruction in various basic weld joints.

WLDG 1206. Fundamentals of Gas Tungsten Arc Welding (GTAW). (2-1-3).
Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs.

WLDG 1323. Welding Safety, Tools, and Equipment. (3-2-4).
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

WLDG 1313. Intro to Blueprint Reading for Welders. (3-2-4).
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1521. Welding Fundamentals. (5-3-6).
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1525. Intro to Oxy-Fuel Welding and Cutting. (5-3-6).
An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

WLDG 1528. Intro to Shielded Metal Arc Welding. (5-3-6).
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1557. Intermediate Shielded Metal Arc Welding. (5-3-6).
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. (Capstone course for beginning certificate.)

WLDG 2406. Intermediate Pipe Welding. (4-2-6).
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: Freshman level courses or permission of instructor.

WLDG 2435. Advanced Layout and Fabrication. (4-2-6).
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Prerequisite: Freshman level courses or permission of instructor.

WLDG 2439. Advanced Oxy-Fuel Welding and Cutting. (4-2-6).
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations.

WLDG 2443. Advanced Shielded Metal Arc Welding. (4-2-6).
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: Freshman level courses or permission of instructor.

WLDG 2447. Advanced Gas Metal Arc (MIG). (4-2-6).
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions. Prerequisite: Freshman level courses or permission of instructor. (Capstone Course)

WLDG 2451. Advanced Gas Tungsten Arc (TIG). (4-2-6).
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: Freshman level courses or permission of instructor. (Capstone Course for advanced certificate and Associate of Applied Science Degree.)

WLDG 2553. Advanced Pipe Welding. (5-3-6).
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

TDCJ Offender Education

PRESTON SMITH UNIT, DAWSON COUNTY, TEXAS

PRICE DANIEL UNIT, SCURRY COUNTY, TEXAS

WALLACE UNIT AND WARE UNIT, MITCHELL COUNTY, TEXAS

TEXAS DEPARTMENT OF CRIMINAL JUSTICE - INSTITUTIONAL DIVISION

Western Texas College has entered a contractual agreement with Texas Department of Criminal Justice-Institutional Division to provide instructional programs for those incarcerated in the Preston Smith Unit in Dawson County, Price Daniel Unit in Scurry County, and the John Wallace Unit in Mitchell County.

At the Preston Smith Unit, university parallel credit courses and career and technical credit courses are offered. The five-month certificate program is Nursery-Landscape Management.

At the Price Daniel Unit, university parallel credit courses and career and technical credit courses are offered. The five-month certificate program is Computer Maintenance Technology.

At the John Wallace Unit, university parallel credit courses and career and technical credit courses are offered. The five-month certificate program is Nursery-Landscape Management.

Students may choose the Associate of Applied Science degree curriculum which includes the five-month certificate program.

COMPUTER MAINTENANCE TECHNOLOGY

CPMT 1403. Introduction to Computer Technology. (4-3-4).
A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1404. Microcomputer System Software. (4-3-4).
Skill development in the installation, configuration, maintenance, and troubleshooting of system software in microcomputers.

CPMT 1445. Computer Systems Maintenance. (4-3-4).
A study of the components within a computer system. Development of testing and troubleshooting skills.

ITSC 1409. Integrated Software Applications. (4-3-4).
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSC 1421. Intermediate PC Operating Systems. (4-3-4).
Custom operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices.

ITSC 2435. Application Software Problem Solving. (4-3-4).
Utilization of appropriate application software to solve advanced problems and generate customized solutions.

NURSERY-LANDSCAPE MANAGEMENT

HALT 1209. Interior Plants. (2-1-3).
Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants.

HALT 1422. Landscape Design. (4-3-4).
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

HALT 1431. Woody Plant Materials. (4-3-4).
An in-depth study of the woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape.

HALT 2302. Greenhouse Crop Production. (3-2-3).
In-depth coverage of the production of crops within the controlled environment of greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. (Capstone Course)

HALT 2314. Plant Propagation. (3-2-3).
A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.

HALT 2418. Soil Fertility and Fertilizers. (4-3-4).
An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

HALT 2423. Horticultural Pest Control. (4-3-4).
Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include: procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural and biological controls.

Course Descriptions - Prison Instruction

ARTS 1301. Art Appreciation. (3-3-0). (CT)
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

BUSG 1301. Introduction to Business. (3-3-0). (CT)
Identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise. (WECM)

BUSG 1315. Small Business Operations. (3-3-0). (CT)
Emphasizes management functions including planning, leading, organizing, staffing, and controlling operations. (WECM)

BUSG 1341. Small Business Finance. (3-3-0). (CT)
Financial structure of a small business. Includes business financing, budgeting record keeping, taxation, insurance, and banking. (WECM)

BUSG 2309. Small Business Management/Entrepreneurship. (3-3-0). (CT)
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. (WECM)

COMG 1391. Special Topics in Communication - Business and Professional Communication. (3-3-0). (CT)
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, and teams. (WECM)

DRAM 1310. Introduction to Theatre. (3-3-0). (CT)
For students with limited theatrical experience or knowledge. Basic principles of the theatre including the various styles of theatrical production and present practices in the theatre.

ECON 2301. Principles of Economics. (3-3-0).
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (Rd, Wtg)

EDUC 1300. Learning Frameworks. (3-3-0). (CT)
A study of: 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300.)

ENGL 1301. English Composition I. (3-3-1).
Oral and written composition principles. Emphasis on language study and mechanics of writing with the short composition and writing of investigative papers stressed. (Rd, Wtg)

ENGL 1302. English Composition II. (3-3-0).
A continuation of ENGL 1301. Analysis of prose narrative, poetry, drama, and film. Practice in expository and official writing, and research methods. Prerequisite: successful completion of ENGL 1301 or equivalent or permission of division chair. (Rd, **Wtg**)

HIST 1301. United States History I. (3-3-0).
Study of the American nation from English colonization to the close of Reconstruction. Development of American characteristics and nationality from the early European exploration to the end of Reconstruction in 1877. Required of all students for graduation. (**Rd**, Wtg)

INRW 0300. Developmental English. (3-3-0).
Designed for students requiring remediation in basic English. A skills-centered approach designed to identify deficiencies and improve essential writing/reading skills. This course is mandatory for all students who have not passed the English section of TSI. The course will not apply toward graduation requirements and will not transfer.

MATH 0300. Developmental Math. (3-3-0).
Designed for students requiring remediation in basic mathematical operations. Topics may include basic arithmetic skills in integers, fractions, decimals, percentages, ratios, proportions, rates, variations, exponents, scientific notation, basic geometry, simple graphs, word problems, polynomials, equations, inequalities, factoring, algebraic functions, graphing, systems of equations, and quadratics. This course or its equivalent is mandated for all students who have not passed the math section of the TSI. The course will not apply toward graduation requirements and will not transfer. A grade of C or above must be achieved in order to advance to Math 1332.

MATH 1332. Contemporary Mathematics (Quantitative Reasoning). (3-3-0).
Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communcation is embedded throughout the course. Additional topics may be covered. Prerequisite: A grade of C or higher in MATH 0300 or MATH 0302, or placement by college entrance exam score(s). (**Mth**)

MUSI 1306. Music Appreciation. (3-3-0). (CT)
Understanding music through the study of cultural periods, major composers. and musical elements. Illustrated with audio recordings.

PHIL 1304. Introduction to World Religions. (3-3-0).
A comparative study of various world religions. This course could also be an elective requirement for humanities and of interest to students transferring to private schools or who would be interested in theology as a prospective major. (Rd.)

PHIL 2306. Introduction to Ethics. (3-3-0).
Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. (Rd,Wtg)

POFT 2312. Business Correspondence and Communication. (3-3-0). (CT)
Development of writing and presentation skills to produce effective business communications. (WECM)

SOCI 1306. Social Problems. (3-3-0). (CT)
Course explores select groups of current social problems with specific reference to their origin, development, and suggested solutions. Application of the principles of group behavior and organization to the analysis of problems in basic social institutions and consideration of possible solutions.

SPNL 1342. Business Spanish. (3-3-0). (CT)
Development of Spanish oral and written communication skills related to the business environment including medical, business, commercial, and legal terminology, including a review of basic Spanish grammar. (WECM)

(CT) – Can Take Class. Class can be taken with developmental courses.

Continuing Education Programs

Continuing education courses, programs or organized learning experiences are offered for workforce development, workforce CTE's and to enhance professional and or personal goals. Continuing education allows you to pursue areas of professional or personal interest or to enhance your qualifications in an increasingly competitive and rapidly changing labor market. Continuing education offers exciting learning opportunities for everyone, regardless of interest, age, or level of education.

College on the Square

Western Texas College is committed to the community with College on the Square, an educational outreach that offers workforce training and continuing education. Classes offered include educational opportunities in workforce development, professional development, and personal enrichment.

College on the Square partners with businesses in Snyder and the surrounding area to create customized training to meet the workforce needs of the community. In addition, College on the Square partners with Texas Workforce Development to provide training through grants. Call for more information or to see if your business qualifies for free training.

Western Texas College on the Square course offerings include:

- Accounting
- Acrylic Art
- Adobe PhotoShop
- Basic Sign Language
- Business Management
- Commercial Driver License
- Conversational Spanish
- CPR/First Aid
- Customer Service
- Drawing
- Digital Photography
- Driver Education
- Fire Extinguisher Training
- Floral Design
- Food Handler Certification
- Heavy Equipment Training
- Introduction to Computers
- Leadership Workshops
- Microsoft Office
- Microsoft Excel
- Mixed Media
- Motorcycle Safety
- Pilates
- Pottery
- Safety/Compliance Courses
- ServSafe Manager Certification
- Watercolor Art
- And many others

wtc2go

Western Texas College offers a wide range of highly interactive continuing education (non-college-credit) courses that students can take entirely over the Internet. Course categories include:

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Instructor-led courses offer sessions starting monthly, convenient six-week format, helpful instructor communication, and award completion at the end of the course.

Career Training Programs help prepare for industry certification or to start a new career. Flexible start times (start any time). Many programs completed in less than six months. In-depth study, all learning materials provided. Personal instructor assistance. Certificate of completion at end of course.

Visit https://www.ed2go.com/wtc2go/ for more information.

Information

Academic Fresh Start

A student who is seeking admission to Western Texas College may request an Academic Fresh Start. Academic Fresh Start applies only to courses taken ten or more years prior to the starting date of the semester in which the student desires to enroll at Western Texas College.

Essentially, Academic Fresh Start allows students to delete from their record all grades received ten or more years earlier.

Academic Fresh Start must be done at the time of initial application to the college. For details or further information, students should schedule an interview with the Registrar.

Academic Integrity

Academic integrity is a fundamental value upon which colleges and universities are built. There are five fundamental values that characterize an academic community of integrity: Honesty, Trust, Fairness, Respect, and Responsibility.

Acts of academic dishonesty compromise these values and undermine the process by which knowledge is created, shared, and evaluated. Repeated offenses cast suspicion not only upon the integrity of the individual, but also damage the reputation of the college.

Acts of academic dishonesty include, but are not limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper.
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of an un-administered test.
- Substituting for another student, or permitting another student to substitute for oneself, to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

"Collusion" shall be defined as the *unauthorized* collaboration with another person in preparing written work for fulfillment of course requirements.

Students found to have violated policy **FLB Local** will be disciplined. Disciplinary action can include but is not limited to receiving a zero on the assignment, receiving a zero for attendance, or receiving a failing grade for the course. (See the College Policies at **wtc.edu/publications**.)

Administrative Withdrawal

The college reserves the right to withdraw a student from classes if, in the judgment of the college officials, such withdrawal is in the best interest of the student or the college.

Academic Probation and Suspension

Term GPA includes all grades earned in all courses at Western Texas College (includes developmental courses) each semester.

Cumulative GPA includes grades earned in all courses at Western Texas College (does not include developmental courses) for all semesters attended.

Students can view their term and cumulative GPA's by accessing their unofficial transcript on MyWTC.

A student is considered in **Good Standing** if their term and cumulative GPA is above 2.0.

A student is placed on **Academic Warning** if their term or cumulative GPA falls below 2.0 in any given semester.

A student is placed on Academic Probation if their term or cumulative GPA falls below 2.0 for 2 subsequent long semesters.

A student on Academic Warning or Probation shows **Academic Progress** if their term GPA is above 2.0 even if their cumulative GPA remains below 2.0.

A student is placed on Academic Suspension if their term and cumulative GPA falls below 2.0 for 2 subsequent long semesters.

Admissions

All matters pertaining to admission to Western Texas College should be addressed to the Admissions Clerk.

Formal application for admission to Western Texas College may be made by completing the necessary items which constitute the Student Personnel File. Materials required for the Student Personnel File should be in the Admissions Office by admissions deadline. To assure reasonable expectation of student success, Western Texas College will assess students' skills, ability, and academic experience in order to place them in appropriately-designed programs. Students with inadequate academic preparation will be asked to complete college preparatory, non-transfer courses before enrolling in regular college-level work.

Conditional Admission

A student on academic suspension or probation from the last school attended will be considered for admission to WTC on an individual basis only. Those granted conditional admission will be limited to not more than a 15-hour enrollment, and their progress will be monitored during the semester. Requests for conditional admission should be directed, in writing, to the Admissions Office.

Special Admission

For certificate programs, those persons who demonstrate ability and seriousness of desire and purpose may be granted "special admission" status by individual approval of the Vice President and Dean of Student Services.

GED Completion

Veterans or other students who are at least 18 years of age may make application for admission to Western Texas College if they have satisfactorily completed the General Educational Development Test, as certified by the State of Texas. Students who are 18 or under who have not completed the GED are ineligible for admission until they have completed the GED program.

Admission Requirements

The Western Texas College administration believes that all responsible adults should have an opportunity to pursue any program offered by the college. In general, all high school graduates or persons at least 18 years of age may be admitted to a program from which they may benefit. Admission requirements must fulfill one of the categories below:

- For high school graduates, graduation from an accredited high school and presentation of an official transcript.
- For transfer students, official transcripts showing good standing from the last college attended must be presented.
- For those who have completed the General Educational Development Test (GED), GED test scores must be presented.
- For students still enrolled in high school, applicants must meet the conditions for the Dual Credit Enrollment program.
- Some Career and Technical Education Programs, such as Electrical Lineman Technology, Petroleum Technology, Turfgrass and Landscape Management, and Welding, have special requirements for admission or for class participation (i.e., liability insurance and health insurance). Students wishing to enter these program areas should contact the Dean of Career and Technical Education for further details.
- Students are required to meet all the requirements for the Basic Skills Testing. (See section titled Basic Skills Testing Requirement.)
- Students who are denied admission may appeal this ruling by requesting, in writing, a hearing with the Admissions Committee. Requests for appeals should be addressed to the Vice President and Dean of Student Services.
- Texas law requires incoming college students under age 22 to be immunized against bacterial meningitis. New students and returning students who enroll at WTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Some exemptions automatically apply; please contact the Vice President and Dean of Student Services office for those exemptions.

International Students (F-1 Visa)

To be considered for admission to Western Texas College, non-immigrant students must meet regular admission requirements and the special admission requirements set out below. The following items must be submitted to the Office of International Student Services by the applicable application deadline (June 1 for the fall semester; November 1 for the spring semester):

1. Official WTC Application for Admission.
2. Application fee of US $100.00. This non-refundable fee must be submitted with the Application for Admission.
3. Official transcripts from the last high school the student attended. Transcripts must be official documents and must be translated into English. (In the U.S., official transcripts show the courses a student has taken and the grades he or she has received in those courses. In addition, and most importantly, transcripts show the date the student graduated from high school, which is a requirement for admission to Western Texas College.)
4. Official transcripts from all colleges the student attended. Transcripts must be official documents and must be translated into English.
5. TOEFL scores, if applicable. All applicants to Western Texas College whose native language is not English must submit the results of the Test of English as a Foreign Language (TOEFL) regardless of their citizenship or immigration status. Official TOEFL score reports must be sent directly to Western Texas College. The institution code is 6951.

   Exemptions:

   An applicant is exempt from this requirement if:

   a. he or she has achieved a grade of B or better in a college-level English composition course in residence at an accredited U.S. college, or

b. he or she has successfully completed at least one academic year of study at an accredited high school in the U.S.

TOEFL Score Requirements

TOEFL	SCORE REQUIREMENTS FOR ADMISSION
Internet-based test (IBT)	61 with the following minimum section scores preferred: Reading: 15 Speaking: 15 Listening: 16 Writing: 15
Paper-based test (PBT)	500 with the following minimum section scores preferred: Reading: 50 Listening: 51 Writing: 53

- Depending on scores received on mandatory placement exams, students may be enrolled either in all academic courses or in a combination of academic and college preparatory courses.

6. Verification of Financial Support form. Students must verify that they will have sufficient funds available to pay educational, living, and other expenses while they are studying at WTC. The estimated cost for each academic year is published on the college's web site at **https://www.wtc.edu/internationalstudents.html**. The cost estimate includes tuition, fees, books/supplies, and insurance for one academic year of study (nine months) and living expenses for one year. The form must be completed and signed by the student and his/her sponsor, and official documentary evidence of the availability of funds must be attached.
    - If the student plans to bring dependents (spouse and/or children) with him/her, verification of the availability of an additional sum for the support of each of such dependents must be submitted. The current required amount is published on the college's web site at **https://www.wtc.edu/internationalstudents.html**.
7. Insurance/contingency deposit of US $1,000.00. This sum must be deposited with the Business Office at Western Texas College. The deposit will be used to purchase medical insurance for the student for the academic year, and the remainder will be held in reserve for emergencies or to pay unforeseen expenses. However, if the student submits documentary proof of medical and accident insurance coverage, including coverage for medical evacuation and repatriation of remains, then the medical insurance portion of the deposit will be waived and only a contingency deposit of US $250.00 will be required. Upon written request by the student, any remaining balance will be refunded at the conclusion of the student's studies at WTC.
8. Housing Packet. (All international students are required to live on campus the first year, unless they are married or are bringing a dependent. Campus housing is not available for married students or those bringing dependents.) Please refer to the Housing Requirements Checklist to be sure all required forms are completed and submitted.
    - Residence and Dining Service Contract
    - Property Deposit of US $250.00 – The property deposit is held for payment of any damages, fines, or outstanding fees when the student completes his/her studies at the college. Any remainder, minus damages or fines, is refunded upon written request.
    - Medical Form - must be completed and signed by student's physician
    - Immunization Form – All immunizations listed on the form are required, and dates must be recorded.
9. A transfer form (if transferring from another U.S. college or university).

All necessary forms are available on the WTC web site at **https://www.wtc.edu/internationalstudents.html**. All required fees and deposits can be paid either by credit card, money order, or bank wire transfer.

Medical Insurance

All international students and accompanying dependents are required to have medical and accident insurance coverage that includes medical evacuation, repatriation of remains, and a deductible of less than US $500.00 during their studies at Western Texas College. The college makes such coverage available for purchase by international students upon their arrival at WTC.

Western Texas College will consider waiving the college-contracted plan if the student submits, prior to arrival at WTC, proof of insurance coverage, documented in English, which meets the requirements described above.

Financial Aid

Academic scholarships and financial aid programs are not generally available for international students at Western Texas College until they have completed one semester of study at WTC. However, athletic scholarships, which are awarded by the respective program coaches, are available to qualified international students for their first semester of study. Students interested in athletic programs at WTC should contact the appropriate coach.

Placement Testing

All undergraduate students entering a Texas public college or university (unless exempt under the rules of the Texas Higher Education Coordinating Board) are required to take the Texas Success Initiative (TSI) or an approved alternative test before they can enroll in classes. This test assesses a student's skills in reading, writing, and mathematics and determines whether the student is academically prepared for college-level coursework. If a

student does not meet the minimum score on any part of the test, he or she will be enrolled in appropriate college preparatory classes. International students may take the test upon arrival at WTC.

Enrollment requirements

Federal regulations require all F-1 students to be enrolled in at least 12 semester hours each semester in order to maintain their status. No more than the equivalent of one online/distance learning course or three credits per session may be counted toward the "full course of study" requirement. Nine credit hours of the 12 required hours must be taken as in-class lecture courses.

Additional information is available by contacting:

Director of International Student Services
Western Texas College
6200 College Avenue
Snyder, Texas 79549
Telephone: 1-325-574-7650
Fax: 1-866-265-9240

Alcohol and Drug Abuse

See Student Conduct section on **page 74**.

Assessment/Placement

Western Texas College requires that all students in credit programs follow procedures in assessment/placement in order to enhance their opportunity for success. Based upon assessment scores or prior college coursework, students are placed in appropriate levels of college instruction. All courses listed in the college catalog indicate reading, writing, or mathematics intensity and require corresponding levels of assessment as a prerequisite.

Athletics

The athletics program for men and women is an important aspect of student life. Intercollegiate teams for men represent WTC in rodeo, baseball, basketball, golf, cross country, track, and soccer. Intercollegiate teams for women represent the college in rodeo, softball, volleyball, basketball, golf, cross country, track, and soccer.

WTC offers scholarships for Division I student athletes and a university parallel curriculum designed for transferring students to the university level. Western Texas College is affiliated with the National Junior College Athletics Association (NJCAA); all teams participate on the Division I level in Region V of the NJCAA and Western Junior College Athletic Conference and the National Intercollegiate Rodeo Assocaition (NIRA).

Auditing a Course

When space is available, permission to visit or audit a course may be granted to individuals 18 through 64 years of age. Such permission carries with it permission to hear and observe, but not of handing in papers or entering into class discussions or laboratory work. Credit is not given for a course which has been audited.

A student who is registered for a course may not change from audit to credit or credit to audit status in the course after the scheduled add-drop period. Full tuition will be charged for auditing a course.

Scurry County residents who are 65 and older will be granted permission to audit courses free of charge on a space-available basis. No academic credit is given.

Bacterial Meningitis Vaccination Requirement

New students and returning students who enroll at WTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 22 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code § 51.9192. For more information please contact the office of the Vice President and Dean of Student Services.

Bookstore

Textbooks, academic supplies, and related items may be purchased on campus or online (www.wtcbookstore.com) from the college bookstore in the Student Center building. The bookstore will purchase from students used textbooks which are in good condition, provided that they are continued in use by the various departments/divisions.

Campus Security

The Western Texas College Security office is located in Building 15, Room 113. Security is provided 24 hours a day 7 days a week on campus.

Students, faculty, and visitors should dial 911 if utilizing a campus telephone to report all emergencies occurring on the campus. For non-emergencies, Campus Security can be contacted at 325-207-3709 or through e-mail at security@wtc.edu . RAVE is the WTC campus emergency alert system. Should an emergency arise, a message is immediately dispatched to all students. As students are admitted, their WTC email address is automatically added to the RAVE system. Students wishing to include their cell phone number can easily enter the RAVE system and provide up to three telephone numbers. RAVE can be accessed through MyWTC. The RAVE system, combined with the Alertus beacons and desktop alerts, helps Western Texas College maintain a safe and secure environment for our students.

Career and Technical Student Assistance

The Career and Technical Student Assistance Office is located in the Service Center in the Library. Qualified students may receive assistance for fuel, books, supplies, and uniforms. See the Service Center Supervisor for more information.

Change of Schedule

To add or drop a course, a student should report to the Counseling and Advising Office and obtain an official Change of Schedule form. No course may be added later than the last day designated in the college calendar. A student adding a course will be required to make up any work missed.

Class Attendance

Day classes at WTC during regular semesters meet 4 days per week in two groups: (1) Monday and Wednesday, and (2) Tuesday and Thursday. Evening classes meet generally one night per week (Monday through Thursday) for a period of three hours, although there are exceptions.

During the 6-week summer sessions, classes meet Monday through Thursday in day and evening classes.

Regular attendance is expected in all classes, including online courses and hybrid courses. If a student has been absent for a period of six hours of instruction (whether two evening class meetings or four day class meetings) or has failed to log in to an online course a minimum of once per week, the instructor reports such absences to the Counseling and Advising Office. Students are contacted by the Counseling and Advising Office to determine their status and the reasons for the absences. Students not responding to counselor questionnaires concerning absences may be administratively dropped from their classes. For each absence, the student must establish to the instructor's satisfaction the validity of an excuse for absence, and the student must make acceptable arrangements with the instructor for making up missed work. A student may be withdrawn from all coursework for failure to comply with attendance policy. Placement in college preparatory coursework, whether by TSI scores or local assessment, is under specific attendance requirements.

When a class is dismissed for inclement weather, non-scheduled holiday, national disaster, or other unavoidable circumstances, the class is to be made up in a manner to be determined by the Administration.

In order to be excused from class for the observance of a religious holy day (a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Texas Administrative Code), the student must notify each instructor no later than the 15th day after the first day of the semester as to the date he/she would be absent for a religious holy day. The notice shall be in writing with receipt acknowledged by the instructor. All assignments or tests that are to be made up must be completed within a reasonable time after the absence.

Counseling and Guidance

A counseling and guidance program is available for all Western Texas College students to aid in career direction in order that students may realize the greatest possible benefits from their educational endeavors. Qualified counselors are readily accessible in person and online for consultation with students on matters of educational, social, or personal concern. Printed information is also available at the Counseling and Advising Office on drug and alcohol abuse, study skills, AIDS, pregnancy, military service, and many other concerns.

Course Load

The normal course load during the regular semester is five academic courses or 15 to 17 semester hours, exclusive of physical education and other one-hour courses. No student will be permitted to enroll for six academic courses or for more than 18 semester hours without the permission of the Dean of Instructional Affairs. The criteria considered before special permission will be granted will include an overall GPA of 3.5 or above and the number of solid subjects in which the student will be enrolled.

Normal load for each six-week summer session is six semester hours. Maximum load for a six-week summer session is nine semester hours. Load for terms less than 5 weeks is a maximum of 4 semester hours.

Concurrent enrollment at Western Texas College and at any other institution must be approved by the Office of the Registrar. The college reserves the right to limit the course load carried by any student.

In the course descriptions found in another section, the three figures in parentheses after the title of each course indicate the number of semester hours of the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively.

Credit by Examination

Western Texas College offers college credit by examination through the College-Level Examination Program (CLEP). WTC credit is only awarded to full time degree seeking students for CLEP subject examinations.

Students who plan to attend any college or university that honors CLEP examinations may take them at WTC. Students should register at **https://clep.collegeboard.org/register** and make a testing appointment with the Counseling and Advising Office. The CLEP fee is $87 plus a $15

administration fee for each test taken.

Listed below are the Western Texas College course numbers and names, the subject examination for each one, the required scores for credit, and the semester hours of credit that may be awarded.

For further information concerning the CLEP program and registration forms, please contact the Counseling and Advising Office, Western Texas College, Snyder, Texas 79549.

Credit is also awarded through the American College Testing Program (ACT) and the College Board Advanced Placement Program (APP). A list of minimum scores is available from the Vice President and Dean of Student Services. WTC credit is only awarded to full-time degree seeking students.

Credit by examination is available in many career and technical programs at Western Texas College. For further information about the tests available, please contact the Dean of Instructional Affairs.

Credit by Examination at Western Texas College

Course Name and Number Name of CLEP Subject Examination	Required Score	Semester Hours of Credit
Business		
Computer 1301 Information Systems & Computer Appl	50	3
Business 2301 - Business Law Introductory Business Law	51	3
Accounting 2301-2302 - Principles of Accounting I, II Introductory Accounting	50	3-6
Composition & Literature		
English 1301 Freshman College Composition Composition I	50	6
English 2322 & 2323 British Literature English Literature	50	6
English 2326 American Literature American Literature	50	3
Foreign Language		
Spanish 1411-1412 Beginning Spanish College Spanish, Levels I & II	50	8
Spanish 2311-2312 Intermediate Spanish College Spanish, Levels I & II	63	6
Mathematics and Science		
Mathematics 1314 College Algebra College Algebra	50	3
Mathematics 1316 Plane Trigonometry	50	3
Mathematics 2313 Calculus I Calculus with Elementary Functions	50	3
Biology 1411 General Biology	50	4-8
Social Sciences		
Economics 2301 Principles of Economics Principles of Macroeconomics	50	3
Economics 2302 Principles of Economics Principles of Microeconomics	50	3
Government 2305 Federal Government American, State, and Local Government	50	3
History 1301 United States History I American History I: Early Colonization to 1877	50	3**
History 1302 United States History II American History II: 1865 to Present	50	3**
History 2311 Western Civilization I Western Civilization I: Ancient Near East to 1648	50	3
History 2312 Western Civilization II Western Civilization II: 1648 to Present	50	3
Psychology 2301 General Psychology Introductory Psychology	50	3
Psychology 2314 Lifespan Growth and Development Human Growth and Development	50	3
Sociology 1301 Introduction to Sociology Introductory Sociology	50	3

***Because of Texas statutory requirements, a student must take at least three (3) semester hours of American History in a classroom setting. Western Texas College may, therefore, award only three semester hours of American History through credit by examination.*

Credit for Courses

Unit of credit is granted on the basis of semester hours at Western Texas College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester. Thus, a three-credit hour course would be a course meeting the equivalent of two 75-minute periods a week for 16 weeks. Two hours of laboratory work are usually the equivalent of one hour of lecture or recitation.

Digitex (Acadeum)

Western Texas College is a member of Digitex, a consortium comprised of the community and technical colleges of the state of Texas. Membership enables students to enroll in courses deemed by the Division Chairs to be equal in content and rigor to those taught on campus but delivered by instructors at other community colleges around the state. Membership enables WTC to provide academic and workforce courses for its students at times and in content that may not be available otherwise.

Digitex is a collaborative of all Texas public two-year colleges. It was created by the Texas Association of Community Colleges to facilitate sharing

of distance learning courses among member colleges.

Digitex benefits to students:

- Students throughout Texas have access to a statewide, online distance learning course schedule. This means that it is less likely for a student not to have access to a critical course at a critical point because it is not offered in the semester needed or the course is full.
- Students are supported with quality, locally-delivered student services.
- They pay in-district tuition if they are in-district students, irrespective of which colleges provide courses taken through Digitex.
- Courses provided by multiple colleges throughout Texas are maintained on a single transcript at the host college.

Contact the Dual Credit & Digitex Office for information about Digitex courses, or visit the **Digitex/Acadeum page on the WTC website**.

Dropping a Class

Any student wishing to drop a class may do so by following the drop procedure below. Courses must be dropped prior to the last day to drop a class as indicated on the current year college calendar. Students who have not passed one of the sections of the TSI exam (reading, writing, or mathematics) cannot drop college preparatory classes in these areas.

To drop a class, a student may either complete the online drop request form (wtc.edu>WTC Students>Applications/Forms>Drop a Course) or obtain a Drop Form from the Counseling and Advising Office. Paper forms must be signed by the instructor and submitted to the Registrar's Office. Online forms require instructor approval.

Refunds for classes dropped are subject to the guidelines found in this catalog on **page 71**.

Six-Drop Limit

Students who enrolled in a Texas public institution of higher education as a first-time freshman in the fall of 2007 or after are limited to no more than six drops during their undergraduate career. The six-drop limit includes courses taken at any Texas public institution of higher education. All courses dropped after the official day of record for the semester will be included in the six-course limit unless the student withdraws from all classes, or the drop is authorized by an appropriate college official as an approved drop exception. (http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm TEC 51.907)

Western Texas College shall permit a student to drop more courses under circumstances if the student shows good cause for dropping more than that number, including a showing of:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
3. the death of a person who is considered to be an immediate member of the student's family; or
4. the student is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.

Dual Credit Enrollment

Dual Credit Enrollment allows high school students to earn college and high school credit, simultaneously, for one class. Western Texas College partners with area high schools to offer dual credit classes to high school students. High school counselors have a list of available dual credit classes offered each semester.

Western Texas College delivers dual credit classes through several methods: Interactive Television (ITV), face-to-face, online, or hybrid (combination of online and face-to-face).

Students who are eligible to participate in dual credit classes must meet three requirements:

1. Be enrolled in a partnering high school
2. Meet the Texas Success Initiative (TSI) requirements in reading, writing, or math depending on what is required for the course the student wishes to take
3. Complete all dual credit admissions requirements through the high school counselor.

Examinations

A final examination may be given at the discretion of the instructor or Division Chair. Any deviations from the college final examination schedule must be initiated by the class instructor and approved by the ;Dean of Instructional Affairs.

A student who must be absent from a final examination should petition the Dean of Instructional Affairs for permission to postpone the examination. Postponed final examinations should be taken within 30 days of the end of the semester. A student who is absent without permission from a final examination will be graded “F” on the examination.

Pre-exam Week

The week before final examinations will be designated as “pre-exam” week. Major tests given during “pre-exam” week must be assigned at least two weeks prior to “pre-exam” week. The rate at which material is introduced will not be accelerated during “pre-exam” week. Classes will meet as scheduled. No student activities are scheduled during “pre-exam” week. Any exceptions must have the written approval of the President of the college or the Dean of Instructional Affairs.

Federal Trio Programs

The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs. All students in TRIO programs must be U.S. Citizens. TRIO also includes a training program for directors and staff of TRIO projects.

Talent Search

Talent Search is a pre-college program serving 6th-12th grade students. This guidance program encourages students to explore educational and career opportunities while setting personal goals that will positively impact their future. In addition to career and college advising, students are able to challenge themselves and recognize strengths through cultural and educational activities.Talent Search students receive assistance with college admissions, financial aid, academic preparation, career exploration, and personal development.

Upward Bound

The Western Texas College Upward Bound Program is committed to expanding students' opportunities for a successful future. Through the development of academic and social skills, self-confidence, career, and educational goals, students discover a larger world with more choices and increase their personal power to make wise decisions for their future. Upward Bound provides a challenging, creative, and dynamic learning environment which encourages students both to set realistic goals and to believe in their own potential to reach them.

Student Support Services

The purpose of Student Support Services (SSS) is to provide opportunities for academic and cultural development, assist with college requirements, and facilitate the transitional process that will lead to college retention and graduation. Services provided to students are: tutoring, advising, transition to college coursework, counseling, financial aid assistance, pre-registration assistance, and career planning. SSS serves students who meet one or more of the following criteria: first generation college student (neither parent has a Bachelor degree); have a documented learning disability; and/or meet federal low income guidelines. The mission of SSS is to provide high quality assistance to students in acquiring skills and confidence to successfully complete postsecondary education through academic support, career and academic advising, mentoring, tutoring, cultural enrichment, and grant aid.

Filing Complaints with Accrediting Agencies

See **Page 80** for detailed information regarding filing complaints with state and regional accrediting agencies.

Grade Reports

Academic progress of students will be made available to the students at a period approximately every five weeks during a semester. Deficiency reports will be made available for students who are not performing up to their potential even if they are making passing grades. At the end of each semester, final grades of each student in each class taken will be made available to the student and may also be mailed to the students after submitting a "Grade Report Request" form to the Registrar. All WTC students have access to their grades through "MyWTC" on the WTC website.

Grades and Grade Points

The grading system used at Western Texas College and the grade points are assigned as follows:

Grade		Grade Points
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
*D	Conditionally Passing	1 point per semester hour
F	Failing	0 points per semester hour
I	Incomplete	
W	Withdrawal	
Aud	Audit	
Q	Quit (dropped)	

* A grade of D is not considered passing for any courses that are prerequisites for advanced courses. These courses are identified in RED in the course description section of the catalog.

The grade point average is found by dividing the total number of grade points by the total number of semester hours attempted. For example, a student taking 15 hours accumulates 52 grade points. By dividing 15 into 52, the GPA is 3.47.

Grades of “I,” “W,” “Aud,” and “Q” do not affect the grade point average and are non-credit marks. If the grade “D” is given in “0" level classes (college preparatory classes), the student cannot progress to the next level.

Incomplete Grades

The grade of "I" which denotes an incomplete may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements of a course. It is the responsibility of the student to arrange with the instructor for the completion of the course requirements when an "I" is given. The "I" will become an "F" at 30 class days into the next regular semester unless the course requirements have been satisfactorily completed.

Guarantee for Job Competency

If an Associate of Applied Science (A.A.S.) and/or certificate graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to two courses of additional skill training by WTC under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. degree or certificate beginning May, 1992, or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed the A.A.S. degree or certificate at WTC (with a majority of credits being earned at WTC) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Dean of Career & Technical Education, WTC.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by WTC as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Dean of Career & Technical Education, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to two courses related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The student's sole remedy against WTC and its employees for skill deficiencies shall be limited to two courses of tuition-free education under the conditions described above.
12. The program can be initiated through a written contract with the Dean of Career & Technical Education.

Guarantee for Transfer Credit

Western Texas College guarantees to its Associate of Arts graduates and other students who have met the requirements of a 60 credit hour transfer (degree) plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of WTC Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at WTC which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in Course Selection Guides dated 1992-93 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—all of which must be filed with the Counseling and Advising Office.

Home Schooled Students

Before applying for admission to Western Texas College, home schooled students must be enrolled in their home school program and must provide a transcript showing course work completed and signed by the person who is the designated "principal" of his/her program. The student must either be exempt from testing (see TSI on **page 76**) or take and pass a state-mandated placement exam.

Honor Students

Students who achieve certain academic standards are recognized as honor students, provided they receive no grades of "I" or Hours accumulated through college preparatory classes are not included in calculations for academic honors.

The President's List will be compiled at the close of each semester to give special recognition to full-time students who make no grade lower than A (4.0 grade point average).

The Dean's List of students of high scholastic rank will be compiled at the end of each semester. The list will be composed of students who satisfy the following requirements:

1. Carry at least 12 semester hours of work.
2. Make no failing grades, and
3. Earn a grade point average of 3.5 or more.

The Merit List is composed of students who are enrolled for more than 8 semester hours, but fewer than 12 semester hours, and who make a grade point average of at least 3.5.

Students must have a minimum of 3.85 to graduate summa cum laude, a minimum of 3.70 for magna cum laude, and a minimum of 3.50 to graduate cum laude.

Only WTC grades are used for computation of grade point average for honors at graduation.

Housing

Western Texas College provides two separate forms of on-campus housing, residence halls and furnished duplex apartments. Western Texas College does not discriminate based on sex, race, color, national origin, age, religion, veteran's status, or disability.

The residence halls and apartment facilities are monitored 24 hours a day by security cameras and Campus Security. All housing forms are submitted to the Housing Office and include required insurance, immunization records, residence/dining hall contract, and a $250 property and damage deposit. The college strives to house its resident students in a safe and comfortable environment with access to mail, laundry, vending machines, and parking in the immediate area.

Before a student may reside in college residence facilities, he/she must be registered for a minimum of twelve (12) credit hours during the Fall and Spring term(s) of this contract. Failure to maintain minimum credit hour registration will terminate this contract and the student will be required to immediately vacate residence facilities. However, if the student subsequently satisfies the minimum credit hour registration requirement, the terms and conditions of the contract will remain in effect. Any and all exceptions will need prior approval from the Vice President and Dean of Student Services. All unmarried students under 21 not living with relatives are required to live in the residence halls as long as rooms are available. The only exceptions to this are those students who are commuting to school or those who have administrative approval. Priorities for off-campus residence will be given to sophomore students.

Residence Halls

Campus housing reservations are necessary to secure a room and should be made with the Housing Office as soon as possible by completing and submitting all required housing forms. WTC offers semi-private rooms for its students in Clinton Hall and Glover Hall, which house 150 students each. The West Residence Hall offers a more traditional dorm arrangement and houses 48 students.

Room Furnishings: Rooms in the residence halls are comfortably furnished to meet average needs. These rooms have two desks with chairs, two twin beds, two dressers, and night stands in each room. Students are expected to bring their own personal effects, to include towels, washcloths, mattress covers, blankets, pillows, sheets, and bedspreads. Drapes or blinds are furnished. Students must furnish their own telephone instrument. Cable and Internet service are available for students in all residence halls.

Student Apartments

Furnished apartments for students are available on the campus and the Housing Director will determine which students will be housed in the apartments with International students having the first option. Apartment availability for non-International students will be considered but is not guaranteed.

Apartment Furnishings: Each apartment includes a kitchen with refrigerator and range with self-cleaning oven; a living area with a sofa, chair, coffee table, and end table, a dining table with four chairs; and two bedrooms with two twin beds, one dresser with mirror, and one night stand in each room. Students are expected to bring their own personal effects, to include towels, wash cloths, mattress covers, blankets, pillows, sheets, bedspreads, and cooking utensils.

Housing Guidelines

Room Assignments and Roommates: Room assignments will be made prior to the start of each Fall and Spring Semester. Consideration will be given to preferences for roommates where possible. Room assignments and roommates for student-athletes will be determined by each athletic coach.

Reservations: A campus housing reservation may be secured by submitting a Residence and Dining Hall Contract to the Housing Office, Western Texas College, Snyder, Texas 79549. This application is available online at **https://www.wtc.edu/housing.html**. Housing reservations will be confirmed when the housing office has received the following items from the student:

1. A signed residence/dining contract.
2. The required $250 property deposit.
3. A completed immunization form.
4. Proof of health insurance.

All unclaimed spaces in rooms in the residence halls will be declared vacant at 8 a.m. on the first day of classes.

Property Deposit: The $250 deposit serves as a reservation fee and a residence hall property deposit. The $250 property deposit and reservation fee is non-refundable if a student fails to notify the housing staff that he/she will not be in residence for the next Fall or Spring semester. To help with the cost of routine maintenance and repairs the college will retain $50 from the initial dorm deposit. Any charges for damage at the time the resident vacates the residence hall will be deducted from the deposit.

The deposit is returned to the resident after vacating the hall if:

1. The resident cancels his/her contract before the 12th class day of the Fall and Spring terms.
2. The resident involuntarily withdraws from the college for reasons of health.
3. The resident has the approval of the hall director prior to checking out of the residence hall.
4. The resident completes a valid application for refund through the Housing Office. This application is available online.

No refunds of deposits will be made for voluntary withdrawals during the semester other than for reasons stated above. Damages of undetermined nature for lounge areas and on furniture will be collectively charged to all students residing on the floor. Damages and cleaning fees will be assessed against the property deposit at the time the resident vacates. If such charges exceed the deposit, the balance is due and payable before the student can receive any grades or academic records. Damages of undetermined nature will be assessed collectively to all residents of the unit. Students may apply to have their deposit returned after vacating their room and following proper check-out procedures. Refunds are not made without a valid application.

How to Enroll

1. Study carefully the Western Texas College catalog.
2. Secure an application for admission form from the Admissions Office, or download the printable/fillable PDF application by visiting **http://www.wtc.edu/uploads/appsforms/admissionapplication.pdf**. An online and savable application is available at **https://my.wtc.edu/ICS/Admissions/Admissions_Homepage.jnz?portlet=Apply_For_Admission**. Applications may also be submitted through **www.applyTexas.org**.
3. Complete the Application for Admission form and submit electronically, or return it to the Office of Admissions via mail, fax, or in person.
4. Make certain that official transcripts of credits from high school and/or college are sent directly from the institution to Western Texas College; Attention: Admissions Advisor , or hand delivered in person in a sealed, stamped envelope from the institution.
    - High School graduates must submit an official transcript with graduation date.
    - Transfer Students must submit an official college transcript from the last college attended showing good standing from that institution.
    - Students that have completed the General Educational Development Test (GED}, must present test scores and/or certificate of program completion.
5. Submit scores from any of the following assessments: ACT, SAT, or TSI. Prior college coursework may also be evaluated in lieu of some test scores. Any high school graduate who is otherwise qualified will be accepted at Western Texas College, as results of the tests are used only for counseling and advising purposes and in proper placement of students in courses of study. Students may be required to complete other tests before registering for classes.
6. Submit proof of the bacterial meningitis vaccine received during the last 5 years. Documentation of vaccination or booster must be provided no later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or distance education courses, or, who are 22 years of age or older.
7. Students will be notified of their acceptance after successful completion of steps one through four. If this notice is not received, students should contact the Admissions Office.
8. Contact a counselor or advisor for a pre-enrollment conference to plan course objectives and to clarify any questions concerning registration and other details.
9. Report for registration on the date and time designated and pay tuition and fees.

Illness and/or Injury

Western Texas College has no financial responsibility for illness or injury of students.

Individual Approval

An applicant who demonstrates sufficient ability and seriousness of desire and purpose may be conditionally admitted to Western Texas College. To apply under this clause, contact the Vice President and Dean of Student Services.

Job Placement

Western Texas College does not maintain an official job placement service for students. However, individual program instructors serve as advisors for job referrals or placement.

Late Registration

Registration will be closed in accordance with the official Western Texas College catalog. Registration more than one week after the regular registration date, but prior to the twelfth class day, will require both dean and instructor approval.

Learning Resource Center

The Learning Resource Center (LRC) is home to the bibliophiles – a multipurpose, two-story facility serving students, faculty, staff, as well as the general public. A major focal point for learning and related activities, the LRC houses the campus Library, Service Center (mail room, copy center), an open computer lab, the Innovation Center classroom, the Tutoring Center (2nd floor) and campus Technology. Offices contained within the LRC include: the Director of Library Services, the Counseling and Advising Office, the Director of Dual Credit and DigiTex, the Director of International Student Services, and the Dean of Technology and Information Security.

The Library reference and multimedia circulating collection is housed on both floors of the LRC and includes books, e-books, periodicals, microfilm, CDs and DVDs. Open five days a week during the school year and four days weekly during summer, the Library also provides extensive database and research assistance, instructional workshops, and computer and copier services.

Mission Statement of the Western Texas College Library:

The mission of the Western Texas College library is to support and enhance the activities of the College by serving the curricular and informational needs of its students, faculty, staff, and the community. Library services support academic freedom and academic integrity. The library strives to promote and enhance independent life-long learning skills by providing access to a wide range of information in a variety of formats, quality services, and modern facilities.

Non-Traditional Credit

Western Texas College is committed to providing education in the most effective manner possible while maintaining high standards of education. Therefore, learning experiences will be evaluated and credit may be awarded to the Associate of Applied Science Degree or Associate of Arts Degree.

The following guidelines pertain to the evaluations and potential awarding of credit:

1. The student must be currently enrolled at Western Texas College to receive equivalent credit for non-traditional learning.
2. Semester hours may be granted for the non-traditional learning equivalent credit.
3. The grade of "CR," credit will be transcribed.
4. Credit will be evaluated from the following:

   a. Non-traditional transcripts (armed forces, real estate boards).

   b. State or national board exams, i.e., Police Academy Training, Correctional Officer Training, Emergency Medical Services, or Child Development Associate credentials.

   c. Experience in business or industry. (A departmental exam may be required.)
5. TSI guidelines will be followed.

To request evaluation, a student must petition the Departmental Instructor. Procedures for granting workforce experience credit will be followed to determine if credit will be awarded.

Official Communication

All official communication from Western Texas College is delivered via email to the address provided by the student during enrollment. A WTC student email account is available to each student if requested or needed. Students may forward the WTC email to their personal email account if desired. It is the responsibility of the student to monitor their email account.

If a student receives a request to report to a Western Texas College administrative or faculty office, the student is to comply with such a request. Such requests may come through email, letter or telephone. Emergency communications are made through the campus RAVE and Alertus systems. The email address provided by each student is automatically added to the RAVE system upon enrollment. Students are encouraged to log into RAVE and add cell phone or personal telephone numbers.

Parking

Western Texas College offers parking to its students, employees, and faculty in designated areas. Parking permits are required and can be obtained in the Switchboard Office (Building 20, Rm. 119). To obtain a permit, have your vehicle make/model/color and the vehicle license plate number/state. Permits must be displayed at all times. Parking is a privilege granted to the college community. As a courtesy to others, park only in spaces designated for your particular permit. Special areas have been designated for the handicapped and visitors.

The covered parking pavilion is fee-based and available to college faculty and staff. No student parking is allowed in the pavilion. Student vehicles will be ticketed.

Prerequisites

Certain courses require that a student have designated prerequisites before registering for the courses.

The college administration may allow a student, under special circumstances, to register for a course without the required prerequisites.

Refunds

Refund of tuition and fees is made under the following regulations:

1. If a class does not materialize and is cancelled by the college, 100% of all tuition and fees charged will be refunded for that class.
2. In special cases where a student must withdraw from college or drop classes, the following statutory refund schedule will be followed for tuition and fees.

Refunds for Drops and Withdrawals

The last day for a 100% refund for any classes will be the day prior to the first day of class.

Length of Class Term in Weeks	Last day* for 70% refund	Last day* for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

**Class-day count begins on the first day of classes as listed in the college calendar for all semester or quarter length classes.*

3. Balances due to students who withdraw or drop are payable after the first twelve class days.
4. Immediate refunds are not issued on withdrawal, but a direct deposit for all eligible refunds will be processed in a timely manner. Registration fees and technology fees are not refundable unless the college cancels the course.
5. No Room and/or Board refunds for Clinton Hall, Glover Hall, West Hall, and College Apartments after the 12th class day (see college calendar).

Refunds of Federal PELL Grant, Federal Family Education Loans or Supplemental Educational Opportunity Grant (SEOG)

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) changed the way funds paid toward a student's education are to be handled when a recipient of Federal Student Financial Aid (SFA) funds withdraws from school.

Up through the 60% point in each payment period or period of enrollment, a prorated schedule will be used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds. If a student receives all F's or withdraws before the 60% enrollment period, the student may owe a Pell grant repayment.

Calculation of Amount of SFA Program Assistance Earned

If a program is measured in completed credit hours, the percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

The SFA refund and repayment requirements apply when a student receives SFA Program funds and withdraws, drops out, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged.

The SFA refund and repayment requirements do not apply to a student who withdraws from some classes but continues to be enrolled in other classes.

Determination of refunds will be made using the Department of Education's Withdrawal Record and the Refund Calculation Worksheet. Both of these forms are available for review in the Financial Aid Office.

Release of Information

Western Texas College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380 Educational Amendments of 1974), and the institutional procedures in determining access to the release of student records. If a student does not want information released, he/she must sign a statement to that effect in the Admissions Office.

A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Vice President and Dean of Student Services' office.

Residence Classification

1. An in-district or resident student is one who is a resident of Scurry County.
2. An out-of-district student is one whose legal residence is in Texas but not in Scurry County.
3. A non-resident of Texas defined by Texas law is a student of less than 18 years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student of 18 years of age or older who resides out of state or who has not been a resident of the state twelve months subsequent to his/her eighteenth birthday or for the twelve months immediately preceding the date of registration.

Questions concerning residence classification should be addressed to the Vice President and Dean of Student Services. Documentation may be required.

In-District Definition

An in-district student is one who was a documented resident of Scurry County for the twelve months immediately preceding his/her **original** registration at Western Texas College. Proof of residency may be required upon admission or at any time during a student's enrollment.

A student may be classified as an in-district student prior to twelve months of in-district residence by presenting a valid Scurry County ad valorem tax receipt, paid by the student for the current or preceding tax year. Dependent students may use a parent's or guardian's Scurry County ad valorem tax receipt as proof of residence. ("Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers. Federal income tax returns may be required to determine dependency status.)

In-district students who temporarily leave the county to attend other colleges retain their in-district status so long as they are not absent from the county for any consecutive 12-month period without attending school full time.

Out-of-District Definition

Students classified as out-of-district will continue to be classified as out-of-district during such time as they remain in school for consecutive academic years. However, any student who continuously resides in Scurry County for a twelve month period **without attending school** may be reclassified by the Vice President and Dean of Student Services as an in-district student.

Sammy Baugh Golf Course

Sammy Baugh Golf Course is a 9 hole golf course located on the campus of Western Texas College. The course is continually ranked in the top 9 hole golf courses in all of Texas.

The course is a par 35, 9 hole course with 3 different sets of tee boxes. Based around a large lake, the course offers plenty of challenge for players of all skill levels. The greens are bent grass while the fairways and tees are Bermuda.

The Pro Shop offers the latest equipment and supplies. Golf lessons are available by appointment. A large driving range as well as a practice green and short game area are available to golfers. Open 7 days a week, Monday thru Friday, hours are 8:30 a.m. to dusk, with Saturday and Sunday hours beginning at 7:30 a.m. During the winter months, hours change dependent on weather conditions. The course operates on a first-come, first-served basis.

Golf memberships and daily play fees are available. Students pay a reduced greens fee, as do both active duty and retired military members.

Scurry County Museum

The Scurry County Museum, located on the south side of the campus, houses permanent exhibits relating to the history of the county and offers a variety of traveling exhibits. The museum is open year round (with the exception of some campus holidays). Information about exhibits, guided tours, and hours may be obtained by calling the museum office at 325-573-6107 or navigating to their website at **http://scurrycountymuseum.org/.**

Student Center & Cafeteria

The Student Center is the "multi-purpose" gathering place for student life and student services on the WTC campus. It is open from 7:30 a.m. to 10:00 p.m. The Student Center building is equipped with wireless technology to allow students to use their own equipment as well as an internet café with computers to check email, instant message, and catch up on the latest news. Facilities include an elevator and stair access to the three levels.

Western Texas College invites you to experience our newly renovated and expanded Dining Hall. We now offer a "Deli Bar" that includes many

fresh sandwich toppings daily, a new "Pizza Line" with its wonderful aroma, and a new "Grill" preparing customized, mouth-watering hamburgers while you wait. Our traditional "Home Line" reminds you of those home cooked meals we all often miss.

The main level houses the college bookstore, the internet cafe, and the KGWB radio station. The TRiO grant programs which include Upward Bound, Talent Search, and Student Support Services are also located on the main level around the corner from the bookstore.

Student Classification

A student who is enrolled for 12 or more semester hours is classified as a full-time student. One who is enrolled for less than 12 semester hours is classified as a part-time student.

A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. One who has earned from 30 to 60 hours of credit is classified as a sophomore.

Student Commons

The Student Commons, adjacent to Glover Hall and just a few steps away from Clinton Hall, provides a place for students to gather and relax. The commons area includes pool tables, a ping-pong table, two big-screen TV's, tables and chairs for games or studying, and comfy couches and chairs for relaxing. Also included are vending machines for drinks or snacks.

Student Complaint and Grievance Procedure

Before filing an official complaint or grievance against the college or any individual(s) representing the college, a reasonable effort shall be made by the student and others involved in the dispute to resolve the grievances and complaints.

Only when such efforts are unsuccessful should the Student Complaint and Grievance Procedure be invoked. Students may file an Official Grievance or Complaint in writing to the Vice President and Dean of Student Services offices located in the Visitor Center. Students may also file official complaints and grievances through the Western Texas College website. All reasonable efforts shall be made to maintain confidentiality in accordance with applicable laws throughout all phases of the Student Grievance and Complaint process.

Student Conduct

Each student shall maintain knowledge of the contents and provisions of the college rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior are prohibited:

- Gambling, or dishonesty in any form.
- A student who owes a debt to the college or who writes an "insufficient funds" check to the college may be denied admission or re-admission to the college until the debt is paid or the check redeemed.
- Violations of the Penal Statutes of Texas or of the United States occurring on college property or in connection with college-sponsored activities may also constitute violations of the college rules and regulations when such violations affect the education process and goals of the college.
- Use of firearms on college-controlled property except for educational purposes that have the prior approval of the President.
- Interference with teaching, research, administration, or the college subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
- The bullying, in person or online, of any person on or off campus.
- Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
- Initiations by organizations may include nothing that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
- Endangering the health or safety of members of the college community or visitors to the campus.
- Damaging or destroying college property.

In addition, the following policies apply to the use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

Alcohol

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, dormitories, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Tobacco and E-cigarettes

Western Texas College Policy **FLB-Local** prohibits possession or use of tobacco products or e-cigarettes in College District buildings, in College District vehicles, and at College District-related activities. "E-cigarette" means an electronic cigarette or any other device that simulates smoking

by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device.

Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mood-changing, mind-altering, or behavior altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Penalties for Student Misconduct

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

Disciplinary Record

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

Student Health Center - Tefertiller Hall

The Tefertiller Student Health Center currently houses the Athletic Trainer office and a complete campus health facility where students can go for treatment of minor ailments and injuries. The Health Center will be open two afternoons per week. Please see staff for Clinic hours and/or to schedule appointments for treatment of minor ailments and injuries.

Student Health Services

The mission of the Western Texas College Student Health Service is to provide students with quality primary health care and education about healthy lifestyles. It also provides a full range of primary care, treatment, and referral services, as well as related health education programs. All programs and services are aimed at maintaining the physical and emotional well-being of the Western Texas College student body.

Student Insurance

Student health and accident insurance is available to those students who desire insurance by the semester or annually. Information may be obtained from the Housing Office. Students in programs which require internships or on-the-job training may be required to purchase liability insurance.

Student Organizations

Depending upon individual interests, students at Western Texas College have an opportunity to select from several student organizations which offer opportunities in responsible leadership. Organizations at WTC include honor societies, religious organizations, and special interest groups, as follows:

ART CLUB —The Art Club is a free student orgnization on campus. The club hosts monthly meetings on campus that all students are welcome to attend. The club is actively involved with community events, art gallery field trips, fundraising events, and acts to engage and promote a broad range of art activities to students at Western Texas College.

AGRICULTURE CLUB —The Agriculture Club is a student organization on campus that is associated with the Texas Junior College Agriculture Association. The club hosts monthly meetings on campus that all students are invited to attend. The club is also very involved with the community and promotes the agriculture Department at WTC at a wide array of events and activities.

BAPTIST STUDENT MINISTRIES —The Baptist Student Ministry provides students with an opportunity for Christian fellowship and service. Membership is open to all WTC students regardless of religious affiliation.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)—The on-campus organization of the Fellowship of Christian Athletes is composed of current college athletes, former high school competitors, and other interested individuals. The purpose of the organization is to bring together athletes to talk about their concerns, doubts, feelings, and faith. The Western Texas College Fellowship of Christian Athletes is a member of the national organization and can therefore offer members programs and opportunities for a rewarding experience.

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS (NSLS)—The National Society of Leadership and Success (NSLS) is the nation's

largest leadership honor society. Students are selected by Western Texas College for membership based on either academic standing or leadership potential. The NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country.

PHI THETA KAPPA—Psi Zeta Chapter - As the only nationally-recognized honor society for junior college students, Phi Theta Kappa provides recognition and encouragement of high scholarship. The local chapter provides the student with opportunities for development of leadership and service as well as incentives for continuing academic excellence. Membership for qualifying college freshmen or sophomores (dual credit juniors and seniors) is based on the student's overall grade point average (must complete 12 semester hours with a GPA of 3.5) and is by invitation only.

RODEO CLUB—The Rodeo Club provides interested students with rodeo-related activities and attempts to provide the opportunity for students to learn and improve their skills in the sport of rodeo. The Club has an active Rodeo Booster Club that provides scholarships for students interested in rodeo. Western Texas College is an active member of the National Intercollegiate Rodeo Association (NIRA) and sponsors rodeos, dances, barbecues and many other activities each year. Membership dues paid by each club member make up the Rodeo Club activities budget. Anyone interested should contact the Rodeo Club Sponsor.

STUDENT GOVERNMENT ASSOCIATION—The WTC Student Government Association provides numerous leadership opportunities while organizing and assisting with extracurricular activities including speakers, mixers, intramurals, fund raising, and community service.

Student Services Fee

All registered students in good standing have unrestricted access to the following Student Services activities through the payment of their tuition and fees. Only those activities with an asterisk involve additional charges for students. Special reservations may be required when seating or facility space is limited.

Cardio Facility - HPE/Gym

Game Room - Student Commons

WTC NIRA Rodeo

All activities sponsored by the Student Activities Office or Student Government Association

All intramural activities

All drama productions except dinner theatre

All counseling and health education services (except testing)

*Golf Course - reduced rate

*Racquetball Courts - reduced rate

All athletic contests except tournaments

Student body elections and offices, except as excluded by WTC Policy

Students with Disabilities

Western Texas College is an equal opportunity institution and is in compliance with the Americans with Disabilities Act. Any student who has a physical, emotional, or learning disability can apply for accommodations through the Counseling and Advising Office. Individual programs are designed to give students with disabilities equal access to all phases of college life.

Texas Success Initiative (TSI) Testing

According to the Texas Success Initiative (TSI), an undergraduate student who enters a public institution of higher education in Texas will be tested for reading, writing, and mathematics skills prior to enrolling in any college-level academic coursework. The TSI assessment meets this requirement. The TSI may be taken at a local college or university. Some students may be exempt from this testing requirement due to their STARR scores, ACT scores, or SAT scores.

The "Texas Success Initiative" is intended to assess when a student is ready to perform freshman-level academic coursework. To help determine such college readiness, full and part time students enrolling in associate degree programs will be required to test for ELAR (Reading, Writing and Essay) and MATH skills, unless exempted.

Before a student can take the new TSI Assessment, they must participate in a Pre-Assessment Activity. WTC is required by the State of Texas to provide the Pre-Assessment Activity and document the participation. A student will not be allowed to take the new TSI assessment until the pre-assessment activity is completed. More information about the pre-assessment activity is available on the Counseling and Advising page of the WTC website.

Unless otherwise exempt, students are required to take the Texas Success Initiative (TSI) test. Prior college work may be used to evaluate college readiness. Students found deficient in one or more of the three areas must enroll in a program of college preparatory coursework.

The TSI test is given in two parts: ELAR (Reading, Writing and Essay) and MATH skills. The test fee for each part is $15. Testing dates are available through the WTC Counseling and Advising Office.

TSI Testing Exemptions

The following students are exempt from Basic Skills Testing:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on the ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding

sections; or

2. a) SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidence-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt from the mathematics section of the TSI Assessment. There is no combined score.

   b) SAT administered before March 5, 2016: a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections. Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016, is not allowable.
3. For a period of five (5) years from the date of testing, STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III EOC shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
10. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

Transcript of College Record

A transcript of college work is an official copy of the student's permanent record bearing the college seal and the signature of the Registrar. Copies of the student's transcript are available upon written request from the Office of the Registrar. As a courtesy to our students, we will provide the first five (5) transcripts at no charge. Thereafter, each additional transcript ordered will be $5.00 each. Visit **https://www.wtc.edu/transcript.html** to access online transcript request forms.

Transcripts may also be ordered through the National Student Clearninghouse. Login to **MyWTC** and click the link found in the Registrar block. A fee is charged for this service.

Transfer Curricula and Resolution of Transfer Disputes

The rules set forth by the Texas Higher Education Coordinating Board can be found in the Texas Administrative Code 3, Title 19/Part 1/Chapter 4/Subchapter B. The purpose of this subchapter is to provide for the development and implementation of policies that encourage the free and appropriate transferability of lower division course credit among institutions of higher education, and especially to provide for a smooth transfer of lower division credit through core curricula, field of study curricula, and a procedure for the resoution of transfer disputes.

To access the Texas Administrative Code, go to **http://texreg.sos.state.tx.us/public/readtac$ext.viewtac**. Click on Title 19/Part 1/Chapter 4/Subchapter B. The rules of particular interes to students are:

4.25 — Requirements and Limitations

4.27 — Resolution of Transfer Disputes for Lower Division Courses

4.28 — Core Curriculum

Transfer Credit to WTC

Any class being transferred in by an institution of higher education and any courses transcripted from consortia institutions will be examined by the Registrar to ensure they meet the requirements of Western Texas College and the principles of accreditation of The Southern Association of Colleges and Schools.

Students on academic or disciplinary suspension from the last college or university attended will be considered for admission to Western Texas College on an individual basis only. Credit for courses in which a passing grade ("D" or better if the student's overall grade average is "C" or better) has been earned may be transferred to Western Texas College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. College policy is NOT to transfer credits received from any U.S. institution not so accredited. Grades of "D" will not transfer to WTC in English Composition, ENGL 1301, ENGL 1302. College preparatory, remedial or any other non-degree credit course cannot be used for transfer or in determining the 2.0 ("C") transfer average. Coursework completed at a college outside the United States will be considered for transfer on an individual basis. A course-by-course evaluation of a transferred transcript will be completed by the Registrar in consultation with the Director of Counseling and Advising. Students are required to submit an official transcript from each school previously attended. A student's transcript will have a "hold" placed on it until all transcripts from each school previously attended are received. It is the student's responsibility to make sure all transcripts have been received in the Registrar's office. A WTC transcript will not be issued if a student's file is not

complete or has a “hold” placed on it.

Tutoring - Student Success Center

When a student has a question or is stuck on a problem, a tutor can help guide the student through the reasoning and resources to find the solution. A tutor does not re-teach the material or review the subject material.

In addition to a readiness to work and learn, students should also bring assignments, textbooks, notes and other course resources.

Tutoring services are performed by peer tutors (Western Texas college students). All peer tutors have been recommended by an instructor. Tutors can provide assistance in math, science, English.

The Student Success Tutoring Center is located in in the LRC/Library, building 2, 2nd floor.

Veterans Affairs

Veterans eligible for assistance under one of the Veterans Administration programs should apply through the regional VA office which serves their area. The certification of enrollment required at the beginning of each academic year will be submitted to the VA by the Associate Registrar.

The Office of the Registrar will assist veterans and eligible dependents with problems relating to their training program. The Registrar handles the certification of attendance. Twelve semester hours are considered a full load by the Veterans Administration. The County Veterans Service Officer maintains an office at the Senior Citizens Center, 2603 Avenue M, Snyder, TX.

Veterans who were residents of Texas at the time of enlistment in the Armed Forces and who are not eligible for Federal assistance may apply for exemption from payment of tuition under the Hazelwood Act. A certified copy of the veteran’s discharge papers must be filed when the application is made through the Office of the Registrar.

In order to maintain Veterans Administration assistance, a student must maintain a minimum grade point average of 2.0 ("C" average) each semester on all work needed for graduation.

Visitor Center/Administration

The upper level of the Visitor Center (Building 22) houses the administrative offices of the President, the President's administrative assistant, the Vice President and Dean of Student Services, and the Dean of Instructional Affairs. The lower level is the Visitor Center. The Visitor Center is an ideal location for meetings, conferences, and retreats for corporate, community, and individual organizations. For more information about the Visitor Center or to make a reservation, please contact the Events Coordinator at 325-574-7942 or visit room 110 in Building 18.

Who’s Who

Students who have completed at least 30 college credit hours and are currently enrolled full time with a grade point average of 3.2 may be nominated for consideration for Who’s Who Among Students in American Junior Colleges. Nominations are submitted by faculty members to a Who’s Who Committee.

Students must excel in three areas in order to be selected to Who’s Who: (1) Academic Leadership. This includes academic performance as demonstrated by GPA and leadership in the classroom. (2) Extracurricular and/or Services activities at WTC. Extracurricular/service activities include the student’s involvement in on-campus activities such as student organizations, service groups, and student leadership. (3) Citizenship and/or Civic participation. This includes the student’s involvement in off-campus community programs and activities such as service clubs, churches, charities, and other endeavors.

Withdrawal from College

Any student wishing to withdraw from the college for the remainder of a semester must secure an honorable dismissal through the Counseling and Advising Office. A request for honorable dismissal may be considered after the student has returned all library books and other equipment charged to him/her, paid all fines and fees, and cleared himself/herself in every respect with the college offices. Withdrawal procedures begin in the Counseling and Advising Office.

Students may withdraw from the institution without grade penalty up to the week before final exams.

A student who fails to comply with the above terms will not be recommended to another college or university, nor will he/she be eligible to receive a refund of any fees or deposits.

Merely discontinuing class attendance does not constitute a drop or withdrawal. Students must notify the Registrar’s Office in writing before they will be officially withdrawn from class.

WTC Coliseum

The WTC Coliseum has served as a premier meeting facility for Scurry County for over 50 years. Western Texas College assumed operation of The Coliseum in June, 2008. Home of Invenergy Court, The Coliseum hosts college basketball and is a central location for many basketball tournaments. It is also home to the top-ranked Western Texas College Rodeo Team. Many city, county, and regional events take advantage of the facility throughout the year.

MAIN COLISEUM

- Stadium seating for 3890
- Conference or banquet seating for 1000 (floor area)
- Exhibition spaces in hallways, entry or floor area
- Westerner Room with seating for 150 with kitchen
- Complete catering services available
- Stage (adjustable sizes)
- Basketball and volleyball flooring, dressing rooms
- Rodeo floor area converts to dirt events (190' x 90' Ring) with complete supporting equipment
- Two concession stands
- Beverage services

COLISEUM ANNEX

- Indoor covered arena, offices, kitchens, etc. (4936 square Feet)
- Complete supporting equipment for livestock events
- Meeting area and temporary event offices
- Concession stand and catering services
- Beverage services amenities

RV AREA

- 91 spaces with electricity (30 & 50 amp) and water (dump station on grounds)
- Over 50 acres of grounds for recreation or exhibition

HORSESHOE PITS

- 18 sanctioned pits
- Qualified by State and National Horseshoe Pitchers Association

SCURRY COUNTY HISTORIC VILLAGE NEXT TO GROUNDS

- Cornelius Dodson House
- Dermott School
- Hermleigh Calaboose
- Bunk House
- Redwood Chapel
- Barber Shop
- Other historic structures

Filing a Complaint with a State/Regional Accrediting Agency

This complaint policy only addresses significant, documented, alleged non-compliance with the state/regional accreditation standards, policies or procedures. Both state and regional accreditation agencies will require any complainant to exhaust all grievance and appeal procedures that Western Texas College has established (such policies being set forth in detail in the school catalog and/or student handbook) to address student complaints prior to initiating any investigation.

Procedure for filing a Student Complaint with a State/Regional Accrediting Agency

Filing a complaint with our state accreditation agency, **Texas Higher Education Coordinating Board (THECB)**:

Written complaints may be sent to:

The Texas Higher Education Coordinating Board,
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Or submitted electronically to:

StudentComplaints@thecb.state.tx.us

Online access to THECB complaint procedures and forms is available on the following website:

http://www.thecb.state.tx.us/reports/PDF/8616.PDF?CFID=74916598&CFTOKEN=32269308

Filing a complaint with our regional accreditation agency, **Southern Association of Colleges and Schools Commision on Colleges (SACSCOC)**:

Written complaints may be sent to:

President, Southern Association of Colleges and Schools/Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Online access to the complaint policy, procedures, and the Complaint Form is available on the following website:

http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf