



## **2018 - 2019 Catalog**

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Snyder, Texas 79549-9502

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Financial Aid: 325-574-7640

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Website: [wtc.edu](http://wtc.edu)

Athletics Website: [wtcathletics.com](http://wtcathletics.com)

WTC Foundation & Alumni Website: [wtcalumni.com](http://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.

*(Updated 05/02/2019)*

# Western Texas College Campus Map



## Building Key

Administration – 22  
 Admissions – 20  
 Agriculture – 6  
 Art Lab – 19  
 Athletic Director – 7  
 Athletic Training – 29  
 Automotive/Carpentry Shop – 12  
 Bookstore – 3  
 Business Office/Cashier – 20  
 Cafeteria – 3  
 Chief Financial Officer – 20  
 Coaches – 7  
 College Advancement – 15  
 Computer Labs – 2, 3

Commons – 28  
 Counseling and Advising – 2  
 Dean of Institutional Research – 6  
 Dean of Instructional Affairs – 22  
 Dean of Technology – 2  
 Developmental Education – 5  
 Dual Credit/VCT – 2  
 Faculty Offices – 5  
 Financial Aid – 20  
 Foundation Office – 15  
 Grounds – 9  
 Gym/HPE – 7  
 Health Services – 29  
 Horticulture – 13  
 Housing – 1, 14, 27  
 Human Resources – 15

International Student Services – 2  
 ITBM – 16  
 KGWB Radio – 3  
 Library – 2  
 Maintenance – 10  
 Marketing – 2  
 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  
 Technology – 2  
 Theater – 19  
 Trio Grants – 3  
 Tutoring Center – 18  
 Vice President & Dean of Students – 22  
 Visitor Center – 22  
 Welding – 11  
 Workforce/CTE – 15

\* = Storm Shelter Location

*Please note that the Covered Pavilion is Paid Private Parking. Unauthorized Vehicles will be Towed.*

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

## **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 to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Western Texas College.

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 Dean of Student Services.

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## **2018-2019 CALENDAR**

### **WESTERN TEXAS COLLEGE** **ALL DATES SUBJECT TO CHANGE**

#### **Fall 2018**

August 9, Thurs.	Deadline for new admissions for fall semester
August 13, Mon.	Fall In-Service begins
August 14, Tue.	Employee Award Banquet
August 15, Wed.	Residence Halls open – move in day through Friday, August 17
August 15, Wed.	Mandatory registration for fall semester 10:30 am to 2:30 pm
August 15, Wed.	Student Orientation
August 16, Thurs.	Mandatory registration for fall semester 10:30 am to 2:30 pm
August 16, Thurs.	Student Orientation
August 17, Fri.	Admission Hearings
August 17, Fri.	Student Orientation
August 17, Fri.	Last day to drop and receive 100% refund – noon deadline
August 20, Mon.	All classes begin
September 3, Mon.	Labor Day holiday – Campus Closed
September 10, Mon.	12th class day for fall semester
September 17, Mon.	U.S. Constitution Day
October 19, Fri.	Professional Development
November 9, Fri.	Last day to drop and/or withdrawal at student discretion for fall semester – noon deadline
November 12, Mon.	Veterans Day Celebration
November 16, Fri.	Residence Halls close for Thanksgiving Break
November 19, Mon.	Thanksgiving holiday – campus closed through Friday, November 23
November 25, Sun.	Residence Halls Open
November 26, Mon.	Classes resume
December 5, Wed.	Finals for fall semester begin
December 10, Mon.	Finals for fall semester end
December 11, Tue.	Residence halls close
December 14, Fri.	Christmas holiday – campus closed and reopens Monday, January 7

#### **Fall Flex 2018**

September 12, Wed.	Deadline for new admissions for Fall Flex
September 19, Wed.	Fall Flex registration begins
October 4, Thurs.	Last day to register for Fall Flex
October 5, Fri.	Last day to drop and receive 100% refund for Fall Flex – noon deadline
October 15, Mon.	Deadline for new admissions for Mid Winter
October 8, Mon.	Fall Flex classes begin
November 30, Fri.	Last day to drop and/or withdraw at student discretion – noon deadline
December 10, Mon.	Fall Flex classes end

#### **Midwinter 2018-2019**

October 29, Mon.	Mid Winter registration begins
November 12, Mon.	Last day to register for Mid Winter
December 7, Fri.	Last day to drop and receive 100% refund for Mid Winter – noon deadline
December 10, Mon.	Mid Winter classes begin
January 2, Wed.	Last day to drop and/or withdraw at student discretion – noon deadline
January 4, Fri.	Mid Winter classes end

**Spring 2019**

November 14, Wed.	Pre-registration for spring 2019 semester begins
January 7, Mon.	Campus Opens – Welcome Back Faculty and Staff
January 7, Mon.	Deadline for new admissions for spring semester
January 9, Wed.	In-service begins – Opening Session
January 11, Fri.	Residence Halls open
January 14, Mon.	Admission Hearings
January 14, Mon.	Student Orientation
January 15, Tue.	Mandatory registration for spring semester – 10:30 am to 2:30 pm
January 15, Tue.	Last day to drop and receive 100% refund for spring – noon deadline
January 16, Wed.	All classes begin
February 5, Tue.	12th Class day for spring semester
March 8, Fri.	Residence Halls close
March 11, Mon.	Spring Break – campus closed through Friday, March 15
March 17, Sun.	Residence Halls open
March 18, Mon.	Classes resume
April 15, Mon.	Pre-registration for fall semester 2019
April 17, Wed.	Last day to drop and/or withdraw at student discretion for spring semester – noon deadline
April 19, Fri.	Good Friday holiday – Campus Closed
April 26, Fri.	Student Awards Day
May 1, Wed.	Finals for spring semester begin
May 6, Mon.	Finals for spring semester end
May 7, Tue.	Commencement
May 7, Tue.	Residence halls close
May 7, Tue.	Faculty/Staff Professional development
May 8, Wed.	Faculty/Staff Professional development
May 9, Thurs.	Faculty/Staff Professional development

**Spring Opportunity Session 2019**

February 11, Mon.	Deadline for new admissions for Spring Opportunity Session
February 18, Mon.	Registration for Spring Opportunity Session
March 4, Mon.	Last day to register for Spring Opportunity Session
March 15, Fri.	Last day to drop and receive 100% refund for Spring Opportunity Session – noon deadline
March 18, Mon.	Spring Opportunity Session classes begin
April 22, Mon.	Last day to drop and/or withdrawal at student discretion – noon deadline
May 1, Wed.	Finals for Spring Opportunity Session begin
May 6, Mon.	Finals for Spring Opportunity Session end

**Maymester 2019**

April 1, Mon.	Registration for Maymester
April 15, Mon.	Deadline for new admissions for Maymester
April 22, Mon.	Last day to register for Maymester
May 6, Mon.	Campus begins 4-day work week
May 8, Wed.	Last day to drop and receive 100% refund for Maymester – noon deadline
May 9, Thurs.	Maymester classes begin
May 23, Thurs.	Last day to drop and/or withdraw at student discretion – noon deadline
May 27, Mon.	Memorial Day holiday – Campus Closed
May 29, Wed.	Maymester classes end

**Summer I - May 30-July 1, 2019**

April 1, Mon.	Registration for 1st summer session
May 9, Thurs.	Deadline for new admissions for 1st summer session
May 16, Thurs.	Last day to register for 1st summer session
May 29, Wed.	Last day to drop and receive 100% refund for 1st summer session – noon deadline
May 30, Thurs.	Classes begin for 1st summer session
June 24, Mon.	Last day to drop and/or withdraw at student discretion for 1st summer session – noon deadline
July 1, Mon.	Finals and end of 1st summer session
July 4, Thurs.	Independence Day holiday – Campus Closed



## **Summer II - July 3-August 6, 2019**

April 1, Mon.	Registration for 2nd summer session
June 3, Mon.	Deadline for new admissions for 2nd summer session
June 19, Wed.	Last day to register for 2nd summer session
July 2, Tue.	Last day to drop and receive 100% refund for 2nd summer session – noon deadline
July 3, Wed.	Classes begin for 2nd summer session
August 1, Thurs.	Last day to drop and/or withdraw at student discretion for 2nd summer session – noon deadline
August 5, Mon.	Campus last 4-day work week
August 6, Tue.	Finals and end of 2nd summer session

## **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.

### **Class Meeting Time      Examination Time**

#### **Fall 2018**

##### **Wednesday, December 5**

MW 8:00-9:15	8:00 a.m.
MW 9:25-10:40	10:30 a.m.
MW 10:50-12:05	1:30 p.m.

##### **Thursday, December 6**

TR 8:00-9:15	8:00 a.m.
TR 9:25-10:40	10:30 a.m.
TR 10:50-12:05	1:30 p.m.

##### **Friday, December 7**

MW 12:35-1:50	9:00 a.m.
TR 12:35-1:50	11:30 a.m.

##### **Afternoon Labs** (start time may vary depending on instructor)

Monday Labs	2:00 p.m. December 10
Tuesday Labs	2:00 p.m. December 7
Wednesday Labs	2:00 p.m. December 5
Thursday Labs	2:00 p.m. December 6

##### **Night Classes** (start time may vary depending on instructor)

Monday Night	6:30 p.m. December 10
Tuesday Night	6:30 p.m. December 5
Wednesday Night	6:30 p.m. December 7
Thursday Night	6:30 p.m. December 6

### **Class Meeting Time      Examination Time**

#### **Spring 2019**

##### **Wednesday, May 1**

MW 8:00-9:15	8:00 a.m.
MW 9:25-10:40	10:30 a.m.
MW 10:50-12:05	1:30 p.m.

##### **Thursday, May 2**

TR 8:00-9:15	8:00 a.m.
TR 10:50-12:05	10:30 a.m.
TR 1:00-2:15	1:30 p.m.

##### **Friday, May 3**

MW 12:35-1:50	9:00 a.m.
TR 12:35-1:50	11:30 a.m.

##### **Monday, May 6**

TR 9:25-10:40	11:30 a.m.
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##### **Afternoon Labs** (start time may vary depending on instructor)

Monday Labs	2:00 p.m. May 6
Tuesday Labs	2:00 p.m. May 3
Wednesday Labs	2:00 p.m. May 1
Thursday Labs	2:00 p.m. May 2

##### **Night Classes** (start time may vary depending on instructor)

Monday Night	6:30 p.m. May 6
Tuesday Night	6:30 p.m. May 3
Wednesday Night	6:30 p.m. May 1
Thursday Night	6:30 p.m. May 2

# **Organization of College**

## **Board of Trustees**

Lee Presswood .....	President
Eddie Peterson .....	Vice President
Drew Bullard .....	Secretary
Mike McWilliams .....	Member
Jay Kidd .....	Member
Tim Riggan .....	Member
Scott Richburg .....	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

## **Administration and Faculty**

ALBAREZ, ED, Director of Housing B.A., Northwood University
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
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
CATES, FRITZI, Division Chair of Career & Technical Education and Prison Education Liaison 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
COOPER, FANTA, Head Women's Soccer Coach B.A., University of Wisconsin, Milwaukee; M.P.E., Eastern New Mexico University
CUTLER, DONNA, Director of Workforce Development B.S., University of Houston
DAVIS, DARRYL, Coach, Women's Basketball B.S., 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: Psychology, Sociology, Agriculture, Sciences B.A., M.S., Angelo State University
DIERKER, ERIN, Instructor, Chemistry/Criminal Justice B.S., Columbia College; M.S., Missouri State University

DOUCETTE, MELISSA, Director of International Students  
A.A., Western Texas College; B.S., Angelo State University; M.Ed., Angelo State University

DUCHENEAUX, STEPHANIE, Dean of Instructional Affairs  
B.S., Southwestern University; M.S., West Texas A&M University

EDWARDS, CHRIS, ProShop Director

ESTES, WHITNEY, Volleyball Coach  
B.S., Grand Canyon University

EVANS, JENNIFER, Director of Library Services  
B.A., Midwestern State University; M.L.S., University of North Texas

FAHNTRAPP, DANA, Instructor, Petroleum Technology  
A.A, Western Texas College, B.S., Texas Tech University

FITTS, ROBIN, Instructor, English  
B.A., M.A., University of North Texas

FONVILLE, SHAWN, Assistant Professor, History & Government; Associate Dean: Business, Social Sciences, Speech, Education,  
Mass Communications, Fine Arts, Physical Education  
A.A., Delmar College; B.A., University of Texas; 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, Instructor, Math  
B.S., University of Texas at Arlington; M.S., Texas Tech University

HEFFLINGER, WILLIAM, Instructor, Education & Kinesiology  
A.A., College of the Siskiyous; B.A., York College; M.S., Azusa Pacific University.

HICKS, GARRETT, Assistant Professor, Math; Division Chair: Math, Wind, English  
B.S., M.S., Tarleton State University

HINTON, MISTY, Instructor, Early Childhood Education  
B.S., M.Ed., Texas Tech University

HOLDER, FLOYD, Assistant Professor, Government/Geography  
B.S., M.P.A., Texas State University; M.A., M.S., Texas Tech University

JACKSON, KENNY, Head Baseball Coach  
A.A., Alvin Community College; B.S., Texas A&M University

KELLEY, CANDIS, Instructor, Computer Maintenance & Repair  
A.A.S., Western Texas College

KINMAN, SANDY, Assistant Professor, Information Technology Business Management  
B.S., M.I.S., University of Phoenix

KNIPE, COREY, Director of Student Activities  
A.A., Western Texas College; B.A., Texas State University; M.A., Angelo State University

LEWIS, JULIA, Director of Talent Search  
B.A.A., Midwestern State University; M.L., Lubbock Christian University

McLEN, FRANK, Instructor, Electrical Distribution Systems  
U.S. Department of Labor certified Journeyman Lineman with 23 years of lineman experience

McNARY, ROME, Head Coach, Softball  
B.S., Texas Wesleyan University

MACIAS, JOVANY, Head Men's Soccer Coach  
B.S., Texas A&M International

McADEN, LANNY, Director of Safety and Security  
B.S., University of Idaho

McCORMICK, MATT, Head Men's/Women's Golf Coach  
B.A., Abilene Christian University

MEBANE, BILLY, Director of Dual Credit/VCT  
A.A., Western Texas College; B.S., Texas Tech University; M.Ed., Angelo State University

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

MORROW, MARJANN, Controller  
A.A., Western Texas College; B.S., University of North Texas

MOSCHOPOULOS, ANNA, Instructor, Math  
B.S., University of Rochester; M.A., University of Texas at El Paso

NEWSOME, LA VEEDA, Instructor, English  
A.A., Western Texas College; B.A., M.A., Texas Tech University

NEWTON, RAY, Associate 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

OWENS, ANDRE, Head Men's Basketball Coach  
 B.A., University of Texas San Antonio

PALMER, TRINT, Athletic Trainer  
 B.S., M.Ed., Tarleton State University

PETERSEN, JUDITH, Assistant Professor, Government/History  
 B.A., The American University; M.S., University of Missouri; M.A., University of Texas at San Antonio

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

RHODES, GREG, Coach, Men's/Women's Rodeo  
 A.A.S., Western Texas College; B.S., New Mexico State University

RUSSELL, AVA, Associate Professor, Math; Co-Division Chair for 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/ Assistant Professor, Radio Broadcasting  
 B.A. Ed., Olivet Nazarene University; M. Ed., Sul Ross State University

SCHNEIDER, PATRICK, Instructor, Art  
 B.F.A., Texas Tech University; M.F.A., Southern Methodist University

SCHRAMM, JEFFREY, Biology Instructor  
 B.S., Frostburg State University; M.S., Rensselaer Polytechnic Institute

SCHRAMM, REBECCA, Student Success Coordinator  
 B.S., Frostburg State University

SMITH, LANCE, Instructor, Turfgrass and Landscape Management  
 A.A.S., Western Texas College; B.A.A.S., Midwestern State University

SMITH, N.C., Assistant Professor, History/Government/Economics  
 B.A., University of Texas of the Permian Basin; M.Ed., Sul Ross State University

STEWART, JEFFREY, Instructor, Welding  
 A.A.S., Western Texas College

TORRES, GREG, Financial Aid Director  
 A.A., Western Texas College; B.B.A., Angelo State University

WIGGINS, DARLA, Coliseum General Manager

WILLIAMS, JAMES, Head 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

WILLIAMSON, SHEILA, Director of Human Resources  
 B.S., Texas A&M University; M.S., Texas A&M 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 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 or EDUC 1100). \*\*
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 79).
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**

### **Fall Semester**

English 1301  
History 1301  
Elective/Major  
Elective/Major  
Elective/Major

15 Semester Hours

### **Spring Semester**

English 1302  
History 1302  
Math 1314  
Fine Arts  
Health Physical Education

13 Semester Hours

## **Sophomore Year**

### **Fall Semester**

American, British or World Literature  
Government 2305  
Elective/Major  
Natural Science  
Elective/Major (Foreign Language)

16 Semester Hours

### **Spring Semester**

Government 2306  
Social Behavioral Science  
Speech  
Natural Science  
Elective/Major (Foreign Language)

16 Semester Hours

**TOTAL HOURS - 60 Semester Hours**

## **Western Texas College Core Curriculum**

### **Communication Foundational Component Area (6 SCH)**

Mandatory course:

ENGL 1302 Composition II (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)  
ENGL 2311 Technical & Business Writing (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 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 1406 Biology for Science Majors I (4 SCH)  
BIOL 1407 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 2401 Anatomy and Physiology I (4 SCH)  
BIOL 2402 Anatomy and Physiology II (4 SCH)  
BIOL 2406 Environmental Biology (4 SCH)  
CHEM 1411 General Chemistry I (4 SCH)  
CHEM 1412 General Chemistry II (4 SCH)

GEOG 1301 Physical Geography (3 SCH)  
GEOL 1401 Earth Sciences I (4 SCH)  
GEOL 1402 Earth Sciences II (4 SCH)  
GEOL 1447 Meteorology (4 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 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)

**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)  
PSYC 2301 General Psychology (3 SCH)  
PSYC 2314 Lifespan Growth and Development (3 SCH)  
SOC1 1301 Introduction to Sociology (3 SCH)  
SOC1 1306 Social Problems (3 SCH)

**Component Area Option (6 SCH)**

Mandatory:

ENGL 1301 Composition I (3 SCH)

Three hours from the following:

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 \$150.00 fee.

**PUBLICATION OF THESE FEES DOES NOT CONSTITUTE A PRICE CONTRACT**  
**For the Lineman Program Tuition and Fees, please refer to page 83.**

### Tuition and Fees

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

HOURS	TUITION	BUF	GENERAL	TOTAL
1	61	2	30	93
2	122	4	60	186
3	183	6	90	279
4	244	8	120	372
5	305	10	150	465
6	366	12	180	558
7	427	14	210	651
8	488	16	240	744
9	549	18	270	837
10	610	20	300	930
11	671	22	330	1023
12	732	24	360	1116
13	793	26	390	1209
14	854	28	420	1302
15	915	30	450	1395

#### OUT-OF-DISTRICT (TUITION \$99 PER HOUR)

HOURS	TUITION	BUF	GENERAL	TOTAL
1	99	2	33	134
2	198	4	66	268
3	297	6	99	402
4	396	8	132	536
5	495	10	165	670
6	594	12	198	804
7	693	14	231	938
8	792	16	264	1072
9	891	18	297	1206
10	990	20	330	1340
11	1089	22	363	1474
12	1188	24	396	1608
13	1287	26	429	1742
14	1386	28	462	1876
15	1485	30	495	2010

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

HOURS	TUITION	BUF	GENERAL	TOTAL
1	465	2	33	500
2	465	4	66	535
3	465	6	99	570
4	548	8	132	688
5	685	10	165	860
6	822	12	198	1032
7	959	14	231	1204
8	1096	16	264	1376
9	1233	18	297	1548
10	1370	20	330	1720
11	1507	22	363	1892
12	1644	24	396	2064
13	1781	26	429	2236
14	1918	28	462	2408
15	2055	30	495	2580

**\*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
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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. Students may cash personal checks (\$10 limit) at the Bookstore.

## **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.wtc.edu](http://www.wtc.edu). 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:

Apartment: Single Occupancy - \$3,146.62 per semester      Double Occupancy - \$2,646.62 per semester

West Hall: Double Occupancy - \$2,646.62 per semester

Glover Hall, Clinton Hall: Double Occupancy - \$2,646.62 per semester

For any student moving out of a residence facility after the twelfth class day (see calendar on page 7 or 8), 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:

Apartment: Room and Board - \$30 day; \$210 week

West Hall: Room and Board - \$30 day; \$210 week

Glover Hall, Clinton Hall: Room and Board - \$30 day; \$210 week

### **MayMester**

May-mester Room Charges - \$30 day ; \$210 week

### **Summer Session**

Apartment are available on a first-come / first-serve 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**

### **General Information**

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.

### **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 required.
9. Hold a valid U.S. Social Security card.
10. Summer transient students are not eligible to receive 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 student 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 coursework.
  - 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](http://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**

**DORA E. CUNNINGHAM MEMORIAL:** Highest-ranking student or Salutatorian of graduation class. Eligible to apply for first semester following high school graduation. Highest-ranking student also receives a tuition waiver.

**DORA E. CUNNINGHAM MEMORIAL:** Top 20 percent of graduating high school class (except Valedictorian, Salutatorian, or Nancy Caton recipients).

**OPPORTUNITY TUITION WAIVER:** 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:

**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 Scurry Co. 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 and education.

**Westerner Scholarship:** For students desiring an education.

**Wind Energy Scholarship:** For Wind Energy 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. Course Prerequisites are the notations following course descriptions indicate that fundamental levels of competency identified through assessment are necessary in reading, writing, and/or math before enrolling in the course: (Rd) - Reading Intensive; (Mth) Math Intensive; (Wtg) Writing Intensive.

## **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. Prerequisite: AGRI 2317 or permission of instructor.

**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 terminology, 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).**

Exploration of ideas using painting media and techniques. Prerequisite: Freshman studio core or permission of department head. (May be taken twice for credit.)

**ARTS 2323. Life Drawing I. (3-2-4).**

Basic study of the human form. Prerequisite: Freshman studio core or permission of department head.

**ARTS 2333. Printmaking I. (3-2-4).**

Exploration of ideas using various printmaking processes. Prerequisite: Freshman studio core or permission of department head.

**ARTS 2346. Ceramics I. (3-2-4).**

Exploration of ideas using basic ceramic processes.

**ARTS 2356. Photography I. (3-3-3).**

Introduction to the basics of pixel-based photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

## BIOLOGY

**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 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. **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 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 2304. Business Report Writing & Correspondence. (3-3-0).**

Theory and applications for technical reports and correspondence in business. (Rd, Wtg)

**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).**

This 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. (Rd)

## 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 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** activities 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).**

Topics may include but are not limited to the real number system; linear equations and applications; linear inequalities and absolute value; graphs of linear equations and inequalities; functions; and system of linear equations. this course will not apply toward graduation requirements and will not transfer.

**MATH 0303. Intermediate Algebra. (3-3-1).**

This course is designed for students requiring remediation in intermediate algebra skills. Topics for this course include exponents and polynomials; factoring; rational expressions and functions and roots and radicals. This course will not apply toward graduation requirements and will not transfer. Prerequisite: A grade of C or higher in MATH 0302 or the appropriate placement score.

## 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 professional 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).**

Computer terminology, hardware, software, 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.

### **BCIS 1405. Business Computer Applications. (4-3-3).**

Computer terminology, hardware, software, 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. (3-3-3).**

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 algorithms 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 criminal 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 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 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. Introduction to Theater. (3-3-0).**

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation 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. Makeup. (3-2-4).**

Design and execution of makeup for the purpose of developing believable characters. 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 Theater. (3-3-0).**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

**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. Introduction to Cinema. (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.

## **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: 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. (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.) (Cross-listed as PSYC 1300.)

### **EDUC 1301. Introduction to the Teaching Profession. (3-3-1).**

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) 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; 4) aligns as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) includes a minimum of 16 contact hours of field experience in P-12 classrooms. (Rd, Wtg)

### **EDUC 2301. Introduction to Special Populations. (3-3-1).**

An enriched, integrated pre-service course and content experience that: 1) 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; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) aligns as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. (Rd, Wtg)

## 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 1302 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 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. (Rd)

## **GEOLOGY**

**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.

**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 placement by college entrance exam scores. (Mth)

**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)

**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)

**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)

**MATH 1332. Contemporary Mathematics (Quantitative Reasoning). (3-3-1).**

Intended for non-STEM (Science, Technology, Engineering, Mathematics) majors. 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)

**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 placement by college entrance exam scores. (Rd, Mth)



**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)

**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)

**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 placement by college entrance exam scores. (Rd, Mth)

**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)

**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)

**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)

## 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 enhance 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 implication, physical fitness, and kinesiology.

#### **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 and abuse of drugs in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized. (Cross-listed as SOCI 2340)

#### **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 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 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.

**PSYC 2319. Social Psychology. (3-3-0).**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Rd, Wtg)

## 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)

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# **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**

**Information Technology Business Management**

**Medical Information Technology**

**Petroleum Technology**

**Turfgrass and Landscape Management**

**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 prepares students for professional and research careers in criminal justice, criminology, and related fields by applying multidisciplinary and comparative social science to understand, predict, and explain crime and contribute to the development of public policy within urban communities. Using an active learning approach, the program seeks to develop its students intellectually and ethically, while providing them with a keen appreciation for the complexities of crime, and public and private efforts to make communities safer and ensure justice.

The A.A.S. degree requires students to complete 60 semester credit hours. Students can choose from a forensic science track or a police department track. There is also a certificate option.

## Associate of Applied Science

### Freshman Year

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
CJSA 1308 Criminalistics I .....	3	**PHYS 1415 Physical Science .....	4
CJSA 1325 Criminology .....	3	CJSA 1342 Criminal Investigation .....	3
CRIJ 1301 Intro to Criminal Justice .....	3	CJSA 2334 Contemporary Issues in Crim Justice.....	3
**PSYC 2301 General Psychology .....	3	CJSA 2323 Criminalistics II <b>or</b>	
**MATH 1314 or MATH 1332 .....	3	CRIJ 1306 Court Systems & Practices .....	3
		**ENGL 1301 Composition .....	3
Total Semester Hours	15	Total Semester Hours	16

### Sophomore Year

Fall Semester	Sem.Hrs.	Spring Semester	Sem.Hrs.
CJSA 1400 Death Investigation.....	4	**Humanities/Fine Arts Elective.....	3
**Social Science Elective .....	3	CJSA 1401 Death Investigations II .....	3
CJSA 2332 Criminalistics III <b>or</b>		CJSA 1348 Ethics in Criminal Justice <b>or</b>	
CJSA 2300 Legal Aspects of Law Enforcement.....	3	CJSA 1351 Use of Force .....	3
**BIOL 1406 General Biology .....	4	CJSA 2588 Internship .....	5
<b>or</b> CRIJ 2328 Police Systems and Practices .....	3	<b>or</b> CJSA 2688 Internship .....	6
Total Semester Hours	13 or 14	Total Semester Hours	15 or 16

### Criminal Justice Certificate

Fall Semester	Sem.Hrs.	Spring Semester	Sem. Hrs.
CJSA 1308 Criminalistics I.....	3	CJSA 1342 Criminal Investigation .....	3
CJSA 1325 Criminology .....	3	CJSA 2334 Contemporary Issues in Crim Jus .....	3
CRIJ 1301 Intro to Criminal Justice.....	3	CJSA 2323 Criminalistics II.....	3
Total Semester Hours	9	Total Semester Hours	9

#### \*\*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

### **CJSA 1308. Criminalistics I. (3-3-0).**

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Prerequisite: Need a C or higher in CRIJ 1301 or be enrolled in CRIJ 1301 simultaneously.

### **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. Prerequisites: Need a C or higher in CRIJ 1301 or be enrolled in CRIJ 1301 simultaneously.

### **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 1400. Death Investigation I. (3-3-2).**

Concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental, and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators.

### **CJSA 1401. Death Investigation II. (3-3-2).**

Concepts, investigations process, scene management, required documentation, and case management for incidences of homicide, undetermined causes of death, and sudden infant death. Exploration of various federal, state, and local investigative requirements. Follows the Department of Justice National Guidelines for Death Investigations. Also meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators. Prerequisite: CJSA 1400 with a C or higher.

### **CJSA 2300. Legal Aspects of Law Enforcement. (3-3-0).**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

### **CJSA 2323. Criminalistics II. (3-3-1).**

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. Prerequisite: CJSA 1308 with a C or higher.

### **CJSA 2332. Criminalistics III. (3-3-3).**

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. Prerequisite: CJSA 2323 with a grade of C or higher.

### **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 2588. Internship—Criminal Justice/Safety Studies. (5-0-18).**

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.

### **CJSA 2688. Internship—Criminal Justice/Safety Studies. (6-0-18).**

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 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.

## 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 1301 Composition .....	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
CDEC 1359 Children with Special Needs.....	3	CDEC 2366 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).**

Define developmentally appropriate practices; describe the process of child-centered curriculum development; develop guidelines for creating learning environments; describe teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences 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).**

A practical application of management procedures for early child care education programs, including a study of 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).**

A continuation of CDEC 2366. (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.	Spring Semester	Sem. Hrs.
LNWK 1301 Orientation & Line Skill Fund.....	3	LNWK 1211 Climbing Skills .....	2
LNWK 1311 Climbing Skills .....	3	LNWK 2324 Troubleshooting Distribution Systems .....	3
LNWK 1291 Special Topics in Lineworker.....	2	LNWK 2322 Distribution Line Construction.....	3
ELPT 1221 Intro to Electrical Safety and Tools.....	2	ELPT 1491 Spec Top in Elec & Power Trans Installer .....	4
ELPT 2239 Elec Power Distribution.....	2	CVOP 1201 Commercial Drivers License .....	2
ELPT 1319 Fundamentals of Electricity I.....	3	ELPT 2323 Transformers.....	3
Total Semester Hours	15	Total Semester Hours	17

## Course Descriptions

### 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 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 2322. Distribution Line Construction. (3-2-4).

Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations.

### 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.

### ELPT 1221. Introduction to Electrical Safety and Tools. (2-1-3).

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

### ELPT 1319. Fundamentals of Electricity I. (3-2-4).

An introduction to basic direct current (DC) theory including electron theory and direct current applications.

### ELPT 1491. Special Topics in Electrical and Power Transmission Installer, General. (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. This course was designed to be repeated multiple times to improve student proficiency.

### ELPT 2239. Electrical Power Distribution. (2-1-2).

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rates, and power economics.

### ELPT 2323. Transformers. (3-2-4).

Transformer types, construction, connections, protection, grounding, and associated safety procedures.

### 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.

# 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 <i>or</i> 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 Fundamentals 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 1321 Business & 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 Information Technology

The Medical Information Technology Applied Science degree 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 is helping many students prepare for a variety of exciting entry-level medical office support positions, medical billing, medical coding, 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 two certificates: Medical Office Specialist and Medical Administrative Assistant. The Medical Office Specialist and Medical Administrative Assistant certificates include a required capstone course with an industry recognized national certification.

\* Medical Office Specialist

\* Medical Administrative Assistant

## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

### Freshman Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HITT 1305 Medical Terminology I .....	3	ITSY 1300 Fund. of Information Security .....	3
POFM 1300 Medical Coding Basics .....	3	ITSW 1307 Intro to Database .....	3
ITSW 1301 Intro to Word Processing.....	3	POFM 2310 Intermediate Medical Coding .....	3
ITSC 1391 Help Desk Customer Service .....	3	HITT 1353 Legal and Ethical Aspects/Health .....	3
**MATH 1332 Contemporary Math I .....	3	**ENGL 1301 English Composition I .....	3
Total Semester Hours	15	Total Semester Hours	15

### Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
**SPCH 1315 Pub Speaking, <i>or</i> SPCH 1321 Bus/Prof Communications .....	3	**Social/Behavioral Science Elective .....	3
MDCA 1321 Administrative Procedures .....	3	**Humanities/Fine Arts Elective.....	3
HITT 1301 Health Data Content & Structure .....	3	HITT 2340 Advanced Medical Billing .....	3
ITSW 1310 Intro to Presentations.....	3	HITT 1349 Pharmacology .....	3
ITSW 1304 Intro to Spreadsheets .....	3	HPRS 2331 General Health Professions Mgmt.....	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.

## MEDICAL OFFICE SPECIALIST CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HITT 1305 Medical Terminology I .....	3	ITSW 1307 Intro to Database.....	3
POFM 1300 Medical Coding Basics .....	3	ITSY 1300 Fundamentals of Info Security .....	3
ITSW 1301 Intro to Word Processing.....	3	HITT 1353 Legal & Ethical Aspects of Health Info.....	3
ITSC 1391 Help Desk Customer Service.....	3	POFM 2310 Intermediate Medical Coding .....	3
Total Semester Hours	12	Total Semester Hours	12

## MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
HITT 1305 Medical Terminology I .....	3	HITT 1353 Legal & Ethical Aspects of Health Info.....	3
ITSC 1391 Help Desk Customer Service.....	3	ITSW 1307 Intro to Database.....	3
ITSW 1301 Intro to Word Processing.....	3	HPRS 2331 General Health Prof Mgmt.....	3
MDCA 1321 Administrative Procedures.....	3	ITSY 1300 Fundamentals of Info Security .....	3
Total Semester Hours	12	Total Semester Hours	12

## Course Descriptions

### **HITT 1301. Health Data Content and Structure. (3-2-4).**

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 1349. Medical Pharmacology. (3-2-4).**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

### **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.

### **ITSC 1391. Special Topics: Help Desk Customer Service. (3-2-4).**

Customer support skills and real world applications for the operation of a call center, front desk, or help desk. Skills include: effective communication for internal and external customers; best practices; and problem solving skills including in-person, telephone, email, or Internet.

### **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).**

In-depth instruction in the use of the Microsoft Access database management application. Includes creating, modifying, and maintaining database tables; defining relationships between tables; performing queries and filtering records; creating forms and reports; and creating a switchboard to facilitate, enter, and retrieve database information.

### **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.

### **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.

### **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 1300. Medical Coding Basics. (3-2-4).**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

### **POFM 2310. Intermediate Medical Coding. (3-2-4).**

Assignment and application of various coding guidelines with emphasis on physician-billing and regulatory requirements. Includes: code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisite: HITT 1305, ITSC1391, ITSW 1301 and POFM 1300.

# 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.	Spring Semester	Sem. Hrs.
PTRT 1301 Intro to Petroleum Industry .....	3	PTRT 1324 Petroleum Instrumentation .....	3
PTRT 1313 Industrial Safety.....	3	INMT 2303 Pumps, Compressors, Mechanical.....	3
PTRT 1309 Corrosion Basics.....	3	PTRT 2359 Petroleum Computer Applications.....	3
**MATH 1332 Contemporary Mathematics I or		**ENGL 1301 Composition I.....	3
MATH 1314 College Algebra .....	3	**GEOL 1401 Earth Sciences I.....	4
**Social/Behavioral Science Elective .....	3		
Total Semester Hours	15	Total Semester Hours	16

### Year Two

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
CTEC 1401 Applied Petrochem Tech OR		INMT 2488 Internship <i>or</i>	
*PHYS 1401 College Physics I .....	4	PTRT 1491 Special Topics (Capstone) .....	4
INTC 1358 Flow & Measurement Calibration .....	3	PTRT 2332 Artificial Lift.....	3
ELMT 1301 Programmable Logic Controllers .....	3	PTRT 1321 Oil Field Hydraulics .....	3
PTRT 1307 Recovery & Production Methods.....	3	PTRT 1312 Petroleum Regulations .....	3
**Humanities/Fine Arts Elective.....	3		
Total Semester Hours	16	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.	Spring Semester	Sem. Hrs.
PTRT 1301 Intro to Petroleum Industry .....	3	PTRT 1324 Petroleum Instrumentation .....	3
PTRT 1313 Industrial Safety.....	3	INMT 2303 Pumps, Compressors, Mechanical.....	3
PTRT 1309 Corrosion Basics.....	3	PTRT 2359 Petroleum Computer Applications.....	3
Total Semester Hours	9	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.

# **Turfgrass and Landscape Management**

The Turfgrass and Landscape Management Program offers the Associate of Applied Science Degree as well as a certificate program.

Upon completion of the two-year program, students will be awarded the Associate of Applied Science Degree. Graduates will be prepared to enter into several areas of the horticulture industry including golf course management, landscape design and management, sports field management, parks and recreation, plant production facilities such as greenhouses and nurseries, the irrigation industry, and sales of horticultural products and turf equipment. Associate degree seeking students will also have the chance to test for and receive two licenses while in the program. These licenses are the Texas Commission on Environmental Quality Licensed Irrigation Technician and the Texas Department of Agriculture Pesticide Applicators License.

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.

## **TURFGRASS AND LANDSCAPE MANAGEMENT ASSOCIATES OF APPLIED SCIENCE**

### **Freshman Year**

<b>Fall Semester</b>	<b>Sem. Hrs.</b>	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
HALT 1325 Landscape Plant Materials.....	3	HALT 1324 Turfgrass Science & Mgmt.....	3
**AGRI 1415 Horticulture.....	4	HALT 1322 Landscape Design.....	3
HALT 1333 Landscape Irrigation.....	3	SCIT 1305 Agricultural Chemistry.....	3
**MATH 1332 or MATH 1314.....	3	**ENGL 1301 English Composition.....	3
**SPAN 1300 Conversational Spanish.....	3	**Social/Behavioral Science Elective.....	3
Total Semester Hours	16	Total Semester Hours	15

### **Sophomore Year**

<b>Fall Semester</b>	<b>Sem. Hrs.</b>	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
HALT 2312 Turfgrass Maintenance.....	3	HALT 1305 Horticultural Soils.....	3
BUSG 2309 Small Business Management.....	3	HALT 2310 Adv. Landscape Irrigation.....	3
HALT 1491 Special Topics in Horticulture Svcs.....	4	HALT 2331 Adv. Landscape Design.....	3
HALT 2314 Plant Propagation.....	3	HALT 2486 Internship in Horticulture Services.....	4
**Humanities/Fine Arts Elective.....	3		
Total Semester Hours	16	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.

## **TURFGRASS AND LANDSCAPE ONE YEAR CERTIFICATE**

<b>Fall Semester</b>	<b>Sem. Hrs.</b>	<b>Spring Semester</b>	<b>Sem. Hrs.</b>
HALT 1325 Landscape Plant Materials.....	3	HALT 1324 Turfgrass Science and Mgmt.....	3
AGRI 1415 Horticulture.....	4	SCIT 1305 Intro to Agriculture Chemicals.....	3
SPAN 1300 Conversational Spanish.....	3	HALT 1322 Landscape Design.....	3
HALT 1333 Landscape Irrigation.....	3	Social/Behavioral Studies Elective.....	3
Total Semester Hours	13	Total Semester Hours	12

## Course Descriptions

See academic course descriptions section in catalog for the following course descriptions: AGRI 1415, SPAN 1300.

### **BUSG 2309. Small Business Management/Entrepreneurship. (3-3-0).**

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.

### **HALT 1305. Horticultural Soils. (3-2-4).**

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 1322. Landscape Design. (3-2-3).**

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 1324. Turfgrass Science and Management. (3-2-3).**

In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

### **HALT 1325. Landscape Plant Materials. (3-2-3).**

Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants. Includes a focused study of the woody and herbaceous plant materials used in landscape and horticulture industries.

### **HALT 1333. Landscape Irrigation. (3-2-4).**

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 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.

### **HALT 2310. Advanced Landscape Irrigation. (3-2-3).**

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. (3-2-3).**

Instruction in common turfgrass cultural practices. Topics include calculation and application of materials and the operation and maintenance of equipment. The student will explain turfgrass response to various cultural activities; describe various cultural practices; and perform various turfgrass establishment procedures.

### **HALT 2314. Plant Propagation. (3-2-4).**

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 2331. Advanced Landscape Design. (3-2-4).**

In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts.

### **HALT 2486. Internship - Horticulture Services Operations and Management. (4-0-20).**

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. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among the particular occupations and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Students will meet for instruction in reporting procedures for the work-related experience. (Capstone Course)

### **SCIT 1305. Agricultural Chemistry. (3-2-4).**

Introduction to chemical components in agricultural applications. Topics include metric systems, nomenclature, solutions, and pH in relation to soils and ag chemicals.

# 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.	Spring Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, Equip .....	3	WLDG 1557 Intermed. Shielded Metal Arc Welding .....	5
WLDG 1525 Intro. to Oxy-Fuel Welding & Cutting .....	5	WLDG 1528 Intro. to Shielded Metal Arc Welding .....	5
WLDG 2439 Advncd Oxy-Fuel Welding & Cutting .....	4	WLDG 1313 Intro to Blueprint Reading for Welders .....	3
**Social/Behavioral Science Elective .....	3	**ENGL 1301 Composition I.....	3
Total Semester Hours	15	Total Semester Hours	16

### Sophomore Year

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 2443 Advncd Shielded Metal Arc Welding.....	4	WLDG 2451 Advncd Gas Tungsten Arc (TIG) .....	4
WLDG 2406 Intermediate Pipe Welding.....	4	WLDG 2447 Advncd Gas Metal Arc (MIG) (Capstone) ....	4
WLDG 2435 Advanced Layout & Fabrication .....	4	**Humanities/Fine Arts Elective.....	3
**MATH 1332 Contemporary Math I.....	3	**SPCH 1315 Public Speaking.....	3
Total Semester Hours	15	Total Semester Hours	14

## CERTIFICATE

### Introduction to Welding Technology

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, & Equip.....	3	WLDG 1313 Intro to Blueprint Reading for Welders.....	3
WLDG 1525 Intro to Oxy-Fuel Welding & Cutting .....	5	WLDG 2439 Advanced Oxy-Fuel Welding & Cutting .....	4
Total Semester Hours	8	Total Semester Hours	7

## CERTIFICATE

### Beginning Welding

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, & Equipment.....	3	WLDG 1557 Inter. Shielded Mtl Arc Welding (Capstone)...	5
WLDG 1525 Intro. to Oxy-Fuel Welding & Cutting .....	5	WLDG 1528 Intro. to Shielded Metal Arc Welding.....	5
WLDG 2439 Advanced Oxy-Fuel Welding & Cutting .....	4	WLDG 1313 Intro. to Blueprint Reading for Welders .....	3
Total Semester Hours	12	Total Semester Hours	13

## CERTIFICATE

### Advanced Welding

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
WLDG 2443 Advanced Shielded Metal Arc Welding .....	4	WLDG 2451 Advanced Gas Tungsten Arc (TIG) .....	4
WLDG 2406 Complete Pipe Welding.....	4	WLDG 2447 Advanced Gas Metal Arc (MIG) (Capstone) ...	4
WLDG 2435 Advanced Layout & Fabrication.....	4	WLDG 2553 Advanced Pipe Welding .....	5
Total Semester Hours	12	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 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 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. Topics may include operating systems, utility software, and other software affecting the basic operation of a microcomputer system.

### **CPMT 1445. Computer Systems Maintenance. (4-3-4).**

Examination of the functions of the components within a computer system and development of skills in the use of test equipment and maintenance aids.

### **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).**

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

Check the College on the Square page on the Western Texas College website for more information.

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# **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 WTC website>Information>Publications>College Policies)

## **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.

## **Admissions**

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

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 Career and Technical Education Division Chair 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. 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)	<p style="text-align: center;">61</p> <p style="text-align: center;">with the following minimum section scores preferred:</p> <p style="text-align: center;">Reading: 15 Speaking: 15 Listening: 16 Writing: 15</p>
Paper-based test (PBT)	<p style="text-align: center;">500</p> <p style="text-align: center;">with the following minimum section scores preferred:</p> <p style="text-align: center;">Reading: 50 Listening: 51 Writing: 53</p>

- 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.

- 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 <http://www.wtc.edu/students/applying/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 <http://www.wtc.edu/students/applying/internationalstudents.html>.
- 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.
- 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.
- A transfer form (if transferring from another U.S. college or university).

All necessary forms are available on the WTC web site at <http://www.wtc.edu/students/applying/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 77.

## **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 Association (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.

## **Basic Skills Testing Requirement**

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 reading, writing, 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 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 test fee is \$30. Testing dates are available through the WTC Counseling and Advising Office.

## **Basic Skills 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:
  - a. 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;
  - b. Scholastic Assessment Test (SAT): 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; or
2. 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. 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, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
4. 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.
5. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
6. 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.
7. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
8. 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.
9. 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.
10. 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.
11. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

## **Bookstore**

Textbooks, academic supplies, and related items may be purchased on campus or online ([www.wtcbookstore.com](http://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.

A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## **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 faculty member responsible for the class.

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
<b>Business</b>			
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
<b>Composition &amp; Literature</b>			
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
<b>Foreign Language</b>			
Spanish 1411-1412	Beginning Spanish		
	College Spanish, Levels I & II	50	8
Spanish 2311-2312	Intermediate Spanish		
	College Spanish, Levels I & II	63	6
<b>Mathematics and Science</b>			
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
<b>Social Sciences</b>			
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 three 50-minute periods a week for 16 weeks. Two hours of laboratory work are usually the equivalent of one hour of lecture or recitation.

## **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](http://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 74.

## **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 Associate Dean and 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**

### **Talent Search**

Educational Talent Search (ETS) 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. ETS 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 82 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
B	Good
C	Average
*D	Conditionally Passing
F	Failing
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 52 into 15, 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 Instructional Affairs, 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, Division Chair 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 Instructional Affairs.

## **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 80) 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 [www.wtc.edu/students/applications-forms.html](http://www.wtc.edu/students/applications-forms.html) (scroll down to Housing to locate the form link). 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](https://my.wtc.edu/ICS/Admissions/Admissions_Homepage.jnz?portlet=Apply_For_Admission). Applications may also be submitted through [www.applyTexas.org](http://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, 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 VCT, the Director of Marketing, the Director of International Student Services, the Dean of Technology and Information Security, and the Webmaster.

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 WTC 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 Security Office (Building 15, Rm. 113). 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 percent 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 AM to dusk, with Saturday and Sunday hours beginning at 7:30 AM. During the winter months, hours change dependent on weather conditions. The course operates on a first come first serve basis.

Golf memberships and daily play fees are available. Students pay a reduced greens fee, as do both active duty and retired military members.

## **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.

## **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.

## **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 mornings per week. Check the WTC website for specific days and times.

## **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 organization 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.

**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. Qualification for membership 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

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 the 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)**

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.

Following are the most current TSI exemptions based on standardized testing, and which are subject to change (a student has to meet only one of the four to be exempt):

- STARR end-of-course (EOC) with a minimum score of Level 2 on the English III 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.
- ACT: A composite score of at least 23 with a minimum score of 19 on the mathematics section and/or the English section. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than (5) five years old.
- SAT: A combined score of at least 1070 with a minimum of 500 on the mathematics section and/or the verbal section. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than (5) five years old. 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. 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.

## **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 the WTC website to access online transcript request forms.

Transcripts may also be ordered through the National Student Clearinghouse. 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 resolution of transfer disputes.

To access the Texas Administrative Code, go to [http://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](http://texreg.sos.state.tx.us/public/readtac$ext.viewtac). Click on Title 19/Part 1/Chapter 4/Subchapter B. The rules of particular interest 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 transcribed 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 Center is located in building 18, room 102.

## **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.

## **Virtual College of Texas**

Western Texas College is a member of the Virtual College of Texas, 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.

The Virtual College of Texas 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.

VCT 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 VCT.
- Courses provided by multiple colleges throughout Texas are maintained on a single transcript at the host college.

Contact the Dual Credit & VCT Office for information about VCT courses, or visit the Dual Credit & VCT page on the WTC website.

## **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

## **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.

## **The Coliseum**

The 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@theccb.state.tx.us

Online access to THECB complaint procedures and forms is available on the following website:

<http://www.theccb.state.tx.us/index.cfm?objectid=AC6FA0BC-F5DB-16DE-6B667C083DFB5B98>

Filing a complaint with our regional accreditation agency, **Southern Association of Colleges and Schools (SACS)**:

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>



## 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 \$150.00 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	BUF	GENERAL	TOTAL
1	61	76	2	30	169
2	122	152	4	60	338
3	183	228	6	90	507
4	244	304	8	120	676
5	305	380	10	150	845
6	366	456	12	180	1014
7	427	532	14	210	1183
8	488	608	16	240	1352
9	549	684	18	270	1521
10	610	760	20	300	1690
11	671	836	22	330	1859
12	732	912	24	360	2028
13	793	988	26	390	2197
14	854	1064	28	420	2366
15	915	1140	30	450	2535

#### OUT-OF-DISTRICT (TUITION \$99 PER HOUR)

HOURS	TUITION	LM TUITION	BUF	GENERAL	TOTAL
1	99	76	2	33	210
2	198	152	4	66	420
3	297	228	6	99	630
4	396	304	8	132	840
5	495	380	10	165	1050
6	594	456	12	198	1260
7	693	532	14	231	1470
8	792	608	16	264	1680
9	891	684	18	297	1890
10	990	760	20	330	2100
11	1089	836	22	363	2310
12	1188	912	24	396	2520
13	1287	988	26	429	2730
14	1386	1064	28	462	2940
15	1485	1140	30	495	3150

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

HOURS	TUITION	LM TUITION	BUF	GENERAL	TOTAL
1	465	76	2	33	576
2	465	152	4	66	687
3	465	228	6	99	798
4	548	304	8	132	992
5	685	380	10	165	1240
6	822	456	12	198	1488
7	959	532	14	231	1736
8	1096	608	16	264	1984
9	1233	684	18	297	2232
10	1370	760	20	330	2480
11	1507	836	22	363	2728
12	1644	912	24	396	2976
13	1781	988	26	429	3224
14	1918	1064	28	462	3472
15	2055	1140	30	495	3720

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