
JEFFERSON DAVIS COMMUNITY COLLEGE



GENERAL CATALOG AND STUDENT HANDBOOK 2016 - 2017

ATMORE CAMPUS

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ATMORE, AL 36504
(251) 368-8118
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BREWTON CAMPUS

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Internet Address: www.jdcc.edu

ACCREDITED BY

Southern Association of Colleges and Schools Commission on Colleges
Accreditation Commission for Education in Nursing

Jefferson Davis Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Jefferson Davis Community College.

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact ACEN at 3343 Peachtree Road, N.E., Suite 500, Atlanta, GA 30326 or call 404-975-5000 or Website: <http://www.acenursing.org/> for information about the accreditation of Jefferson Davis Community College.

MEMBER OF

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

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

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

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

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PRESIDENT'S MESSAGE

Welcome to Jefferson Davis Community College, where our top priority is ensuring your success. We are committed to helping our students achieve success by creating a learning environment that develops motivated graduates. In all of our degree, certificate, and non-credit programs, you will find faculty and staff who are passionate about their fields, about mentoring students, and about helping students achieve success.

At Jefferson Davis Community College, we fully understand the sacrifices and hard work required to obtain a college education. Our faculty and staff members work diligently with our students every step of the way on their journey towards earning their credentials, working with them as full partners in their education. From traditional classroom lectures to web-based instruction to interactive hybrid courses, Jefferson Davis Community College is committed to offering you a wide variety of learning experiences, specifically tailored to meet the demands of an ever-changing world.

This year we celebrate 50 years of providing high-quality, affordable, and convenient career technical education; serving as the springboard to a bachelor's degree; enabling the community to enjoy continuing education offerings; and giving hundreds more a second chance at success through our Adult Education program.

On behalf of the faculty and staff, thank you for choosing Jefferson Davis Community College. Start here...go anywhere!

Dr. William Blow

Interim President

Start Here, Go Anywhere!
Jefferson Davis Community College

2016-2017 ACADEMIC CALENDAR

(This is a tentative calendar. Please check the semester schedule for exact dates.)

FALL TERM 2016

August 15-16	Local Professional Development
August 17	Registration
August 18-24	Late Registration
August 19	Faculty Duty Day
August 22	First Day of Class/Full Term and 1 st Mini Term
August 22-24	Drop & Add Period
September 5	State Holiday: Labor Day
October 11	Last Day to Withdraw – 1 st Mini term
October 12	1 st Mini Term Ends
October 13	2 nd Mini Term Begins
November 11	State Holiday: Veteran's Day
November 21-22	State Professional Development
November 23	Faculty Duty Day
November 24-25	State Holidays: Thanksgiving
December 2	Last day to Withdraw
December 12-16	Final Exams
December 19	Faculty Duty Day
December 20-22	Duty Days for Non-Instructional Staff
December 23 & 26	State Holiday: Christmas
December 27-30	Local Holiday

SPRING TERM 2017

January 2	State Holiday: New Years
January 3	Faculty Duty Day
January 4	Registration
January 5-6	Faculty Duty Days
January 9	First Day of Class Full Term/1 st Mini Term
January 9 – 10	Drop & Add Period
January 16	State Holiday: M.L. King's Birthday
February 27-28	Faculty Duty Days
March 3	1 st Mini Term Ends
March 6	2 nd Mini Term Begins
March 27-31	Spring Break
April 14	Local Holiday
April 28	Last Day to Withdraw
May 2	Last Day of Classes
May 3-9	Final Exams

SUMMER TERM 2017

May 22	Registration
May 23	Faculty Duty Day
May 24	First Day of Class/Full Term and 1 st Mini-Term
May 24-25	Drop & Add Period
May 29	State Holiday: Memorial Day
June 28	1 st Mini-Term Ends
June 29	2 nd Mini-Term Begins
July 4	State Holiday: Fourth of July
August 1-3	Final Exams
August 4 & 7	Faculty Duty Days







GENERAL INFORMATION

INTRODUCTION

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

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

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

Jefferson Davis Community College's financial aid program ensures that qualified students will not be denied an education because of a lack of funds. Approximately 75% of the College's students receive some type of financial assistance.

Jefferson Davis Community College offers scholarships to students who have outstanding academic records and excel in extracurricular activities.

Jefferson Davis Community College offers quality education at affordable prices. Students may enroll in classes that are taught on either the Atmore or Brewton Campus during the day, evening, or on the weekend. Students may also take classes via the Internet. The College offers a broad range of certificate and degree programs, as well as university

parallel and linkage programs. Many special programs and services, including training for business and industry, are also available.

HISTORY OF THE COLLEGE

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

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

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

Atmore State Technical Institute was created by Act No. 2295 on September 30, 1972; however, it was not until May 1, 1974, that classes (formerly conducted in Atmore by the J. F. Ingram State

Vocational School in Deatsville, Alabama) were placed under the supervision of Atmore State Technical Institute in Atmore, Alabama. The name was changed to Atmore State Technical College by the Alabama State Board of Education on April 28, 1983.

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

GOVERNANCE

Jefferson Davis Community College is one of 24 community colleges, along with 2 technical colleges, and the Alabama Technology Network, that comprise the Alabama Community College System. The Alabama Community College System is under the control of the Board of Trustees of the Alabama Community College System. The Chancellor of the Alabama Community College System is responsible to the Board for management of the system, and the Presidents of the colleges are responsible to the Chancellor.

MISSION STATEMENT

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

INSTITUTIONAL GOALS

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

1. First and second year collegiate education to prepare students for transfer to other colleges and universities;
2. Technical, vocational, and career education to prepare students for employment, retrain existing employees, and promote local and state economic development and competitiveness;
3. Business and industry training to meet employer and employee needs, as well as state and regional workforce development needs;
4. Developmental and adult education to assist individuals in improving learning skills and overcoming educational deficiencies;
5. Comprehensive services to students to enhance the effectiveness of educational offerings, including counseling, career planning, job

- placement and follow-up, financial assistance, library services, and extracurricular activities;
6. Continuing education and personal, avocational, and cultural enrichment opportunities to support lifelong learning and the civic, social, and cultural quality of life for area citizens;
 7. Affordable education, varied delivery systems, and flexible options to meet the needs of a changing, diverse society;
 8. Qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education;
 9. Effective planning that results in the improvement of educational programs and all support services; and
 10. Adequate financial resources, administrative processes, and physical facilities to support the mission of the College.

CAMPUSES

The Brewton Campus

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

The **Neal Colonial Center** contains administrative and instructors' offices, nursing and biology classrooms and laboratories, and an 84-seat auditorium.

The **Wallace Administration Building** contains the Math lab; The Learning Center; Student Success Center; classrooms for adult education, ESL, and for general purposes; and offices for instructors, financial aid, student affairs, and business affairs.

The **Science/Student Center** contains a chemistry and physics classroom and laboratories; a general lecture room; offices for student clubs, instructors, Upward Bound, and director of campus life; college bookstore, student lounge, and a deli provided by a vendor.

The **Marie M. Pate Hall** provides instructor office space and classrooms for humanities and social science classes.

The **Leigh Library** contains various book collections, current periodicals, a classroom, computer work stations, a faculty room, and several study carrels.

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

The **Woodfin Patterson Auditorium** provides a community room, as well as more than 800 seats for college and community activities.

The **Fine Arts Center** contains the Thomas E. McMillan Museum (which also houses the Alabama Room), art and ceramics studios, art gallery, history and art classrooms, and instructors' offices.

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

The **Center for Telecommunications Technology** contains the drafting and design program's laboratory and classroom, video conferencing equipment, computer laboratories, office and meeting spaces, and Alabama Technology Network (ATN) offices.

Lakeview (a 40-unit, student housing complex) is located on approximately 18 acres adjacent to the College Park. A resident manager lives on-site to assist residents.

The **College Park** is a 60-acre recreational facility that includes a 3-hole golf course and driving range, baseball and softball fields, four outdoor tennis courts, a two-mile paved walking trail, and a lake.

The Atmore Campus

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

The **Administration Building (Building A)** contains offices for administration, business affairs, faculty, counselor, and adult education; classrooms; library; computer labs; Math Lab; and the bookstore. Vending/snack machines are located in the foyer for students during breaks and lunch.

The **Industrial Engineering Technology Mobile Units** provide labs for motor controls, instrumentation, AC/DC fundamentals, hydraulics and pneumatics, and programmable logic controllers.

The **Multipurpose Building (Building H)** contains a classroom and storage area.

The **Nursing and Allied Health Center (Building B)** contains the nursing program's classroom, lab, and faculty offices.

Building C contains the nursing program's simulation and computer lab; biology lab; a general purpose classroom; and faculty offices.

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

The **Air Conditioning/Refrigeration (Building E)** lab and instructional area contains a training and troubleshooting lab, an oxygen and acetylene

welding station, special project work stations, and a classroom.

The **Automotive Body Repair (Building D)** lab and instructional area contains a classroom, instructor's office, tool room, shop lab area, spray booth, welding room, and storage area. The building also includes the Student Center and a classroom.

The **ILT Building (Building E)** contains two large classrooms.

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

The **Masonry Shop (Building E)** instructional area contains a classroom and lab area.

The **Workforce Development (Building G)** instructional area contains a classroom and computer lab area.

STUDENT CONCERNS/PROBLEMS

CONCERNS/PROBLEMS	OFFICE TO CONTACT
(See General Administration Section for Contact Information)	

Absences.....	Instructor
Adding and Dropping a Class	Registrar
Address Change	Registrar
Admission	Registrar
Advising.....	Dean of Instruction
Athletics	Head Coach
Auditing a Course.....	Registrar
Books and Supplies.....	Bookstore
Catalog	Dean of Instruction
Change of Major.....	Registrar
Clubs and Organizations	Dean of Student Affairs
Final Exams (absence)	Dean of Instruction
Financial Aid.....	Financial Aid Office
Forming a Club.....	Dean of Student Affairs
Grade Change.....	Instructor
Grades.....	Instructor
Graduation Application	Registrar
Graduation.....	Registrar
Grade Point Average (GPA).....	Registrar
Housing	Dean of Student Affairs
Lost and Found.....	Dean of Student Affairs
Parking	Business Office
Probation and Suspension	Dean of Student Affairs
Programs of Study	Dean of Instruction
Refunds	Business Office
Registration	Registrar
Scholarships.....	Dean of Student Affairs
Social Functions	Dean of Student Affairs
Student ID Cards.....	Library
Testing.....	Dean of Student Affairs
Tuition/Fees.....	Business Office
Veterans Affairs.....	Financial Aid Office
Withdrawal (From Course/College)	Registrar
Workforce Development.....	Director
Work Study.....	Financial Aid Office

GENERAL POLICIES

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

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

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

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

CAMPUS VISITOR POLICY

Visitors are encouraged to tour and use campus facilities. All visitors are expected to abide by the regulations of the institution. Jefferson Davis Community College students will be held responsible for their guests' conduct. In addition, while children are on campus, they should be under the direct supervision of their parents or other responsible adults. Unless special permission is given by the instructor, children are not allowed in instructional classrooms or labs.

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, or animals to be used for previously approved instructional or special programs.

CONTAGIOUS DISEASE POLICY

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

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

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

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

DRUG-FREE WORKPLACE POLICY

In compliance with the drug-free workplace requirements of Public Law 101-690 for recipients of federal contracts and grants, the following policy is in effect for Jefferson Davis Community College:

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

- d. The penalties that may be imposed upon employees for drug abuse violations.
- 3. All employees and students of Jefferson Davis Community College shall comply with paragraph one above.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

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

HARASSMENT POLICY

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

Reporting Acts of Harassment

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

LIVE WORK POLICY

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as a part of the student's training program.

Administration and control of live work in accordance with Alabama State Board of Education policies are the responsibilities of the President of the College. All live work performed must be approved by the President or the President's representative.

Live Work Projects

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

1. Active and retired public employees/officials;
2. Students of Jefferson Davis Community College;
3. Tax supported programs and institutions; and
4. Charitable organizations that are supported by donations.

Service Charge for Live Work Policy

The total charges for live work will be the cost of materials and supplies plus a service charge. The service charge will be 20% of the cost of materials and supplies. The minimum total charge (cost plus service charge) for live work is \$5.

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

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

the amount owed will be deducted from the employee's final check.

Restrictions on Live Work

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

1. Live work will be done only when it is essential to training and necessary for acquisition of occupational skills leading to employment.
2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
3. No person, regardless of his or her connections, shall use Jefferson Davis Community College for personal gain or profit.

Release of School Liability

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

1. Assume all responsibility for the results of the work being done by students;
2. Bear all actual costs of material and parts involved (including taxes); and
3. Pay a service charge (including taxes).

SMOKING POLICY

Smoking and tobacco use are prohibited within 25 feet of the entrance to any college building or other facility (including sports facilities) owned or operated by the College. With the exception of personal vehicles, certain outside areas are designated for smoking and tobacco use. These areas are noted with signage.

For this policy, smoking is defined to include any lighted cigarette, cigar, pipe, clove cigarette, and other smoking products. Tobacco is defined as dip, chew, snuff, or snus, in any form.

Smoking Areas

Designated Smoking Areas are as follows:

Atmore Campus

- Patio area on east side of Nursing and Allied Health Building;

- Patio area on south end of Administration Building; and
- Areas outside of shops.

Brewton Campus

- Patterson Auditorium: End of portico facing Neal Colonial Center;
- Wallace Building: End of portico facing Pate Building and end of portico facing Leigh Library;
- Student Center: Patio area behind building;
- Hines Hall: Covered entrances at back of building; and
- Fine Arts Center: End of portico facing Student Center and end of portico facing Wallace Building.

FIREARMS ON CAMPUS

Firearms are prohibited on campus or on any other facility operated by the College. Exceptions to this policy are law enforcement officers legally authorized to carry such weapons and who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. (State Board Policy 511.01)

TITLE IX POLICY

The College also complies with Title IX of the Education Amendment of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." Any person who believes himself or herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI:

Section 504 of the Rehabilitation Act of 1973 or Title IX may file a written complaint with the United States Commissioner of Education, with this institution, or both. For further information, contact the Title IX Coordinator at 251-809-1592.

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

The Family Educational Rights and Privacy Act (FERPA), with which this institution fully complies, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

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

Questions concerning FERPA may be referred to the Registrar.

SOLICITATION OF VENDORS

Soliciting vendors for sponsorships or contributions is prohibited. This directive applies to all Alabama Community College System institutions and associations but does not apply to student organizations. Vendors renting booth space will be permitted at workshops, conferences, and other programs. For questions concerning this matter, please contact the Dean of Student Affairs.

AGENTS, VENDORS, AND SOLICITORS

An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students without approval of the College President or designee.

FUNDRAISING

All fundraising activities must have the prior approval of the College President or designee.

ADMISSION INFORMATION

Jefferson Davis Community College reserves the right to make changes as required in course offerings, curricula or academic policies, and other rules and regulations affecting students—effective when determined by the College. As a result, this catalog may contain out-of-date information. Any questions concerning information in this catalog should be addressed to the Dean of Student Affairs and/or the Dean of Instruction.

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

APPLICATION PROCEDURES

An application for admission may be obtained from the Student Affairs Office in the Wallace Building on the Brewton Campus. On the Atmore Campus, forms may be obtained from college personnel in the Administration Building. Students may also apply to the College by completing the online application located on the college's website. IF AN APPLICANT FALSIFIES ANY INFORMATION ON THE ADMISSIONS APPLICATION, HE OR SHE MAY BE IMMEDIATELY DISMISSED FOR FALSIFICATION OF RECORDS.

Residency

All students must complete the Signature Page and Residency Declaration Form. Supporting documentation will be required to determine eligibility for in-state tuition rates.

Transcript Policy

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

1. A student must submit a written request by mail or fax to the Registrar to have an official transcript sent to another institution or agency. Students may also request official transcripts online via their Hawk's Nest account.
2. A transcript request should be submitted at least two weeks before a transcript is needed.
3. All transcripts are issued by the College free of charge.
4. The office of the Registrar does not issue official transcripts from other institutions. Requests for

official transcripts from other institutions must be directed to the institution concerned.

All students must complete an application for admission, submit one (1) primary form of identification, and provide an official copy of his/her high school transcript and other required documentation prior to the beginning of the registration process.

Forms of Identification

For admission, applicants must present one (1) primary form of identification. Examples of primary forms of identification include:

- Unexpired Alabama driver's license or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card – Pre-1997
- Unexpired drivers' license or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the *Aviation Transportation and Security Act*, regulations of the Immigration and Naturalization Service, and all other applicable directives.

APPLICANTS WHO FAIL TO SATISFY THE FORMS OF IDENTIFICATION REQUIREMENT WILL NOT BE ADMITTED TO ANY ACCS INSTITUTION.

Required Admission Documentation

Degree seeking students must submit:

- Admission application;

- Primary form of identification;
- Proof of high school graduation;
- Official transcript – high school or GED;
- Official transcripts from all other colleges attended;
- Official ACT, SAT, AP, CLEP score reports;
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution. However, admission to certain programs at the College (i.e. nursing) may require submission of official transcripts from every college attended.

Non-degree seeking students (students seeking admission to Certificate programs) must submit:

- Admission application;
- Primary form of identification;
- High school graduates must submit an official high school transcript showing graduation or an official GED score report;
- Official transcripts from all other colleges attended;
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the degree granting institution;
- Non-high school graduates must submit an official high school transcript (if attended);
- Non-high school graduates must also obtain the Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate). [Policy pending at the Department of Postsecondary Education.]

Types of Admission

There are two types of admission statuses: unconditional and conditional.

Unconditional status applies to students who have submitted all required admissions documentation.

Conditional status applies to students who have NOT submitted all required admissions documentation. Failure to provide all required admissions documentation by the end of the student's first term (or upon returning after not attending for one or more terms), will prevent a student from future registration and official transcript release.

Admission Classification

- **First Time** – A student who has no prior post-secondary experience, attending the institution for the first time.
- **Transfer** – A student entering the institution for the first time, having previously attended another post-secondary institution. The student may transfer with or without credit.
- **Transient** – A student enrolled at another college or university who is taking classes at JDCC for the express purpose for transferring credit back to the home college or university. Transient students must submit an official transient student approval form from the parent institution.
- **International** – A student who is a citizen of another country. JDCC is not currently authorized by the Department of Homeland Security's Student and Exchange Visitor Program (SEVP) to admit international students. For a complete list of approved schools, please visit www.immihelp.com/sevis-approved-schools/.
- **Accelerated** – A secondary education student who is earning college credit while still in high school. The Accelerated High School program may not substitute for high school credit.
- **Dual Enrollment and Dual Credit** – A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma.
- **Early College Education Program** – A secondary education student who is earning college credit toward a technical or health certificate.

Admission to Jefferson Davis Community College does not ensure admission to any individual program or course offered at the College.

General Principles for Transfer of Credit

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides to aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate

Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative GPA of 2.0, or above, at the transfer college where the transfer credit was earned the "D" grade will be accepted the same as for native students.

Initial Academic Status of Transfer Students

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on **Academic Probation**. The transcript will read **ADMITTED ON ACADEMIC PROBATION**.

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

Transfer Credit Earned Outside of the United States

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

Admission of Former Students

Students who have not been in attendance for one or more years must re-apply for admission. If students have attended other institutions during this period, official transcripts from these institutions must be sent to the Registrar.

Admission of Audit Students

Audit students register for credit classes on a non-credit basis. The College requires complete academic records for audit students. Any change in credit status after the drop/add period must be

approved by the Dean of Instruction. Tuition and fees for audited courses are the same as those for courses taken for credit. There shall be no auditing allowed for any Health Science (NUR) classes.

Early Admission for Accelerated High School Students

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

1. The student has successfully completed the tenth grade.
2. The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy.
3. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (Example: a student may not take English Composition until all required high school English courses have been completed).
4. A student attending a school not regionally or state accredited must have a minimum ACT score of 16 or a score of 790 on the SAT critical Reading and Math Sections.
5. A high school student admitted as an early admission student will be granted conditional admission status. The status will remain in effect until the student fulfills the general admission requirements. Credits earned at the College will be "banked" or "held in escrow" until the student has graduated from high school and provided the College with the necessary documentation. Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements 1 and 3 above.

Dual Enrollment

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

1. The student must meet the entrance requirements established by the College.
2. The student must have a 2.5 GPA in completed high school courses.

3. The student must have written approval of the appropriate principal and the local superintendent of education or their designees.
4. The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.12 regarding gifted and talented students.
5. The student must submit an application for admission to the College.
6. A student attending a school not regionally or state accredited must have a minimum ACT score of 16 or a score of 790 on the SAT critical Reading and Math Sections.
7. The student must take the College's placement test. Those students who have earned a score of 20 or higher on the English, reading, and math components of the ACT, or who scored 470 or above on the SAT writing, reading, and math are exempt from the placement test.

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

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS

College credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency). Credit awarded through nontraditional means for academic transfer courses may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit awarded through nontraditional means for non-academic transfer courses may only be awarded through portfolio review after approval by a prior learning assessment specialist at the College, through statewide agreement for career and technical students, or other statewide programs identified by the Alabama Department of Postsecondary Education (See prior learning assessment policy). Not more than 25% of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25% of semester credit hours that must be completed at the institution granting the degree as referenced in State Board of Education Policy 715.01.

Advanced Placement Policy

Students may receive credit for advanced placement courses taken in high school. The College will accept a score of "3" or higher on Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test. Additional Advanced Placement Credit in a single subject area may be awarded. A maximum credit of 20 semester hours may be awarded for Advanced Placement. Approved AP Exams and their JDCC equivalents are:

JDCC Advanced Placement Program Credit

NOTE: JDCC's acceptance of AP credit does NOT guarantee that the same credit will be awarded at other institutions. Students should refer to the AP Policy at the institution to which he/she plans to transfer.

Advanced Placement Exam	JDCC Equivalent Course	Required AP Score	Credit Awarded at JDCC
Art History	ART201, ART202	3	6
Computer Science A or B	CIS146	3	3
English Language & Composition	ENG101, ENG102	3	6
English Literature & Composition	ENG101, ENG102	3	6
Psychology	PSY200	3	3
United States History	HIS201, HIS202	3	6

Military Credit

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

BIO 103 Waiver

Students majoring in nursing at Jefferson Davis Community College may waive BIO 103, Principles of Biology I, as the prerequisite for BIO 201, Anatomy and Physiology I, by completing the waiver form available from the Registrar's Office.

While students majoring in nursing may waive BIO 103, Anatomy & Physiology and Microbiology instructors expect their students to know basic concepts taught in BIO 103. Students who waive BIO 103 must complete BIO 201 prior to enrolling in BIO 220, Microbiology. Students who must take BIO 104, Principles of Biology II, to satisfy degree requirements will not be allowed to substitute this waiver for the BIO 103 prerequisite course. BIO 103 may be required as part of the core curriculum for an A.A. or A.S. degree. Waiving BIO 103 at Jefferson Davis Community College does not guarantee that other institutions will approve or recognize such action. A Biology Self-Assessment is available in the Biology Department to help determine if the student is ready for BIO 201.

College-Level Examination Program (CLEP)

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

CLEP Exam Description	JDCC Equivalent	Semester Hours Awarded
American Literature	ENG251, ENG252	6
College Composition	ENG101, ENG102	6
English Literature	ENG261, ENG262	6
Humanities	HUM101	3
Spanish Language	SPA101, SPA102	6
American Government	POL211	3
History of the United States I	HIS201	3
History of the United States II	HIS202	3
Human Growth & Development	PSY210	3
Principles of Macroeconomics	ECO231	3
Principles of Microeconomics	ECO232	3
Introductory Psychology	PSY200	3
Introductory Sociology	SOC200	3
Western Civilization I	HIS101	3
Western Civilization II	HIS102	3
Calculus	MTH125	4
College Algebra	MTH100	3
Pre-calculus	MTH112	3
Financial Accounting	BUS248	3
Information Systems & Computer Applications	CIS146	3
Introductory Business Law	BUS263	3
Principles of Management	BUS275	3

Prior Learning Assessment (PLA)

General

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

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

Awarding Credit through Prior Learning Assessment

1. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.
2. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.
3. Credit for academic transfer courses awarded through PLA **may only be awarded** by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). **Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.**
4. In the process of determining if credit can be awarded for prior learning, Jefferson Davis Community College shall charge students only for the cost of the PLA services and not for the amount of credit awarded.
5. There shall be a charge of \$25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for

academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

6. Not more than 25% of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25% of semester credit hours that must be completed at the college granting the degree.
7. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course.
8. Credit may not be awarded twice for the same learning.

Procedures for Prior Learning Assessment

1. The student must enroll at Jefferson Davis Community College and be unconditionally admitted to the program in which course credit for prior learning is being sought.
3. The student must make application to the College for prior learning assessment and credit for experiential learning.
4. The Registrar serves as the official college PLA contact. Students applying for prior learning assessment and credit for experiential learning must submit the required documentation to the Registrar.
5. In the portfolio assessment process, an instructor of a course for which credit for experiential learning is being sought shall evaluate the student's work and training experiences in the program field and determine if the student should be considered for PLA. Evidence of experiential learning may include certifications, licensures, continuing education units, employer verification of tasks performed, and examples or demonstrations of skills possessed. If the student is deemed a candidate for PLA, the instructor shall recommend the student to the Registrar (or conduct the PLA if the instructor is trained to do so) and specify the course(s) for which the student may be eligible to receive credit for experiential learning.
6. Portfolio assessment (explained below) by itself may be used for PLA only when the following methods cannot be used: course challenge exams, College Level Examination Program (CLEP), American College Testing Proficiency

Examination Program (ACT/PEP), Defense Activity for Non-Traditional Support (DANTES), American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI), College Board Advanced Placement (AP) Program, American Council on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY).

GUIDELINES FOR ASSESSING PORTFOLIOS FOR EVIDENCE OF EXPERIENTIAL LEARNING

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

PLACEMENT POLICY

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

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

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

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

Any student enrolled in developmental courses in two or more of the discipline areas shall receive

specialized advising focused on the student's unique academic needs.

Placement Testing Policy (ASSET or ACCUPLACER)

ACCUPLACER-Students who are first-time college students or who have not taken English or math at another postsecondary institution must take the ACCUPLACER test before placement in English or math. Please refer to the College's website for testing dates and times. **A reservation is required for testing.** The ACCUPLACER test results are considered a part of the student's permanent academic record.

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

- Any student scoring 470 or above on the SAT writing, reading, and math sections or 20 or above on the ACT English, reading, and math who enroll in a system college within three years of high school graduation; (Note: Students are allowed to use a combination of test scores for placement purposes. For example, if a student has scored 20 or higher on the math and reading sections of the ACT, then they will only be required to take the English section of the ACCUPLACER).
- Any student with acceptable ACT or SAT scores as designated in the Placement Score Chart (available in the 2016-2017 College Catalog at www.jdcc.edu). However, students who wish to improve their course placement must take the placement test;
- Any student who has an Associate degree or higher;
- Any student who transfers degree-credible, college-level English or mathematics courses with a grade of "C" or better from an accredited institution;
- Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years. Course descriptions from outside of the Alabama Community College System must be reviewed;
- Any student who is enrolling to audit a course;
- Any student who scores 165 or higher in the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
- Any transient student with documentation;
- Any student who is enrolling for personal enrichment purposes only.

Re-Testing Policy

A student who wishes to challenge placement results may retest **ONCE** per academic year provided there is evidence the student has completed test preparation activities. Additional preparation includes but not limited to academic boot camps, online pre-tests, and placement test applications. This re-test fee is \$10 per section and must be paid in the Business Office on either the Atmore or Brewton Campus. Students who re-test with the ACCUPLACER placement exam may use the higher of the two scores for placement purposes. Students must present a receipt showing the fee has been paid before re-testing.

Placement Guide

English Placement:

COURSE	ASSET	COMPASS	ACCUPLACER
ENG092	LG 0-36	WR 0-37	WritePlacer 0-2
ENG093	LG 37-41	WR 38-74	WritePlacer 3-4
COM100	LG 37-41	WR 38-74	WritePlacer 2-3
ENG101	LG 42-100	WR 75-100	WritePlacer 5 and above

Reading Placement:

COURSE	ASSET	COMPASS	ACCUPLACER
RDG084	RD 0-35	RD 0-64	Reading Comp 0-69
None	RD 36-100	RD 65-100	Reading Comp 70 and above

Math Placement:

COURSE	ASSET	COMPASS	ACCUPLACER
MTH091	M1 0-31	PA 0-35	EA 20-39 or AR 20-69
MTH098	M1 32-38	PA 36-100 or A 0-35	EA 40-59 or AR 70-120
MAH101	M1 32-38	PA 36-100 or A 0-35	EA 20-39 or AR 20-69
MTH100	M1 39-45	A 36-62	EA 60-79 or CLM 20-49
MTH110 & MTH112	M1 46-100	A 63-100	EA 80-120 or CLM 50 or >

ACT and SAT Exemptions:

	ACT	SAT (prior to 2016)	New SAT (Section Score)	New SAT (Test Scores)
English	18 or higher	440 or higher	510 or higher Evidence Based Reading & Writing	25 or higher Writing & Language
Reading	20 or higher	480 or higher	510 or higher Evidence Based Reading & Writing	26 or higher
Math	20 or higher	480 or higher	510 or higher	25.5 or higher
Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading or Math within three years of enrollment is exempt from the subject specific placement assessment.				

Developmental Studies

Developmental courses, or college preparatory instruction, are designed to remediate prior deficiencies in the knowledge and skills judged necessary for a student to progress satisfactorily through a college level program or course of instruction. Credit earned for college preparatory courses shall not satisfy requirements for graduation or degree or certificate completion. Developmental courses include ENG 092 Basic English I; ENG 093 Basic English II; RDG 084 Developmental Reading II; MTH 091 Developmental Algebra; and MTH 098 Elementary Algebra. Students scoring 64 or below on the Compass reading subtest MUST take developmental reading within the first two semesters of enrollment.

The grading scale for developmental courses is "A," "B," "C" "F." Students enrolled in a developmental course must earn a "C" or better before enrolling in the subsequent college-level course. Students earning a course grade of "F" should re-enroll in the course. Students who do not make a "C" or better and have registered for the subsequent course will not be allowed to remain in the subsequent course. A student who does not score a "C" or better in reading, math, and English developmental courses after two attempts may receive joint counseling by their faculty advisor and the Dean of Instruction.

WorkKeys Testing

Jefferson Davis Community College utilizes the WorkKeys assessment to assess and document skills attained by occupational/technical education students. The College administers the ACT WorkKeys Assessments in Applied Mathematics, Reading for Information, and Locating Information to students in certain programs of study. The students may be given the assessments during their first semester and then again prior to graduation. The WorkKeys assessment used in conjunction with program instruction should result in students being well prepared for the workforce. For sample WorkKeys questions, you may visit <http://www.act.org/workkeys/assess/index.html>.

Career Readiness Certificate

A Career Readiness Certificate (CRC) is available for those students who achieve at least a three in the areas of Applied Mathematics, Reading for Information, and Locating Information. The CRC certifies that job seekers have the core employability skills required across multiple industries and occupations. The CRC is based on a common language that is understood and valued across the country by employers, educators, and prospective

employees. It documents and certifies a worker's level of trainability skills. The certificates available are as follows: **Bronze Certificate** – Level 3 or higher on each assessment; **Silver Certificate** – Level 4 or higher on each assessment; **Gold Certificate** – Level 5 or higher on each assessment; and **Platinum Certificate** – Level 6 or higher on each assessment.

TYPES, LOCATIONS, & CUSTODIANS OF EDUCATIONAL RECORDS

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

TYPE	LOCATION	CUSTODIAN
Admission Records	Wallace Building Brewton Campus	Registrar
Cumulative Academic Records	Wallace Building Brewton Campus	Registrar
Financial Aid Records	Wallace Building Brewton Campus	Financial Aid Director
Student Account Records	Wallace Building Brewton Campus	Dean of Business Affairs
Disciplinary Records	Wallace Building Brewton Campus	Dean of Student Affairs
Application Records Nursing	Neal Building Brewton Campus	Director of Nursing



FINANCIAL INFORMATION

TUITION AND FEES

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

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

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

2016-2017 IN-STATE TUITION & FEES

Cr.Hrs.	Tuition	Reserve		Facility		Student Insurance	Total Amount
		Fund Fee	Technology Fee	Renewal Fee			
1	115.00	1.00	9.00	9.00		4.00	138.00
2	230.00	2.00	18.00	18.00		4.00	272.00
3	345.00	3.00	27.00	27.00		4.00	406.00
4	460.00	4.00	36.00	36.00		4.00	540.00
5	575.00	5.00	45.00	45.00		4.00	674.00
6	690.00	6.00	54.00	54.00		4.00	808.00
7	805.00	7.00	63.00	63.00		4.00	942.00
8	920.00	8.00	72.00	72.00		4.00	1,076.00
9	1,035.00	9.00	81.00	81.00		4.00	1,210.00
10	1,150.00	10.00	90.00	90.00		4.00	1,344.00
11	1,265.00	11.00	99.00	99.00		4.00	1,478.00
12	1,380.00	12.00	108.00	108.00		4.00	1,612.00
13	1,495.00	13.00	117.00	117.00		4.00	1,746.00
14	1,610.00	14.00	126.00	126.00		4.00	1,880.00
15	1,725.00	15.00	135.00	135.00		4.00	2,014.00
16	1,840.00	16.00	144.00	144.00		4.00	2,148.00
17	1,955.00	17.00	153.00	153.00		4.00	2,282.00
18	2,070.00	18.00	162.00	162.00		4.00	2,416.00
19	2,185.00	19.00	171.00	171.00		4.00	2,550.00
20	2,300.00	20.00	180.00	180.00		4.00	2,684.00
21	2,415.00	21.00	189.00	189.00		4.00	2,818.00

2016-2017 OUT-OF-STATE TUITION & FEES

Cr.Hrs.	Tuition	Reserve Fund Fee	Technology Fee	Facility Renewal Fee	Student Insurance	Total Amount
1	230.00	1.00	9.00	9.00	4.00	253.00
2	460.00	2.00	18.00	18.00	4.00	502.00
3	690.00	3.00	27.00	27.00	4.00	751.00
4	920.00	4.00	36.00	36.00	4.00	1,000.00
5	1,150.00	5.00	45.00	45.00	4.00	1,249.00
6	1,380.00	6.00	54.00	54.00	4.00	1,498.00
7	1,610.00	7.00	63.00	63.00	4.00	1,747.00
8	1,840.00	8.00	72.00	72.00	4.00	1,996.00
9	2,070.00	9.00	81.00	81.00	4.00	2,245.00
10	2,300.00	10.00	90.00	90.00	4.00	2,494.00
11	2,530.00	11.00	99.00	99.00	4.00	2,743.00
12	2,760.00	12.00	108.00	108.00	4.00	2,992.00
13	2,990.00	13.00	117.00	117.00	4.00	3,241.00
14	3,220.00	14.00	126.00	126.00	4.00	3,490.00
15	3,450.00	15.00	135.00	135.00	4.00	3,739.00
16	3,680.00	16.00	144.00	144.00	4.00	3,988.00
17	3,910.00	17.00	153.00	153.00	4.00	4,237.00
18	4,140.00	18.00	162.00	162.00	4.00	4,486.00
19	4,370.00	19.00	171.00	171.00	4.00	4,735.00
20	4,600.00	20.00	180.00	180.00	4.00	4,984.00
21	4,830.00	21.00	189.00	189.00	4.00	5,233.00

Distance Education Tuition

Distance Education courses include courses delivered via the Internet and that cross service area lines. Tuition and fees for distance education classes are the same as listed in the Tuition and Fee schedules above.

Graduation Fees

A graduation fee of \$40 is charged if a student requests a diploma and/or chooses to participate in the graduation ceremony held each spring. A fee of \$20 is charged for a second degree. For additional information, please refer to "Graduation Ceremony" in the "Instructional Information and Regulations" section of the catalog.

Administrative Fee for Complete Withdrawal

An administrative fee not to exceed five percent (5%) of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each complete withdrawal within the period beginning the first day of classes and ending at the end of the third week of classes.

Miscellaneous Fees

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

Other Fees

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

Payment of Tuition/Fees

By law, the College cannot extend credit for the State of Alabama. Therefore, all tuition and fee payments are due in full prior to the first day of classes. Students may register for classes online at www.jdcc.edu and pay tuition and fees by charging to available financial aid and/or MasterCard, VISA, or American Express. Students who add credit hours during the drop/add period will be charged additional tuition and fees at the applicable rate. Housing payments are due when the student moves into student housing. Payments for books are due at the time of purchase. Any other payments are due when the service is provided.

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

be collected from any refunds due the student.

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

REFUNDS**Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. The drop/add period for fall and spring mini-term day classes is the first class meeting date. The drop/add period for summer mini-term day classes is the first two class dates. There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal

Refund periods are based on the official date classes begin for the semester, except for mini-term classes which are defined in sections that follow.

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

Withdrawal during first week: 75% of tuition & fees

Withdrawal during second week: 50% of tuition and fees

Withdrawal during third week: 25% of tuition and fees

Withdrawal after third week: No refund

Mini-Term and Weekend Classes

For fall and spring mini-term day classes (except nursing classes) the first class meeting is considered equivalent to one week. For fall and spring nursing mini-term day classes one class meeting is considered equivalent to two weeks. For summer mini-term day classes two class days are considered equivalent to one week.

Nursing Mini-Term Day Classes

Withdrawal first class meeting date: 50% of tuition and fees

Withdrawal second class meeting date: 25% of tuition and fees

The refund policy is applicable to tuition, technology fee, facility renewal fee, and bond surety fee. An administrative fee not to exceed five percent (5%) of tuition and other institutional charges or \$100.00, whichever is smaller, shall be assessed for each withdrawal within the period beginning on the first day of class and ending at the end of the third week of class. Review the Refund Schedule available in the Business Office for each semester for specific dates of the refund periods for dropped classes and for complete withdrawals.

Refund periods and refund percentages for Pell Grant recipients are regulated by Federal guidelines and may vary from these stated policies. Details may be obtained from the Financial Aid Office.

Refund information and examples of refund calculations are available online at
<http://www.jdcc.edu/index.php?action=3342>.

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in a time of national crisis may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Third Party Scholarship Agreement

If a third party agency (state, Federal, or private) is funding a scholarship to pay for tuition and fees, that agency must make payment to the College by the end of the registration period or the end of a sixty (60) calendar day extension. If not, the student must make payment immediately or be administratively removed from registered classes.

BOOKS AND SUPPLIES

A college managed bookstore is located on the Atmore and Brewton Campuses with hours of operation posted at each location. Most of the required items for classes are sold in the bookstores. The bookstore page on the College's Website www.jdcc.edu (click either future or current students to access bookstore page) provides information on store hours, required textbooks and materials for classes being taught and their cost, and book return information for dropped or cancelled classes.

Students receiving financial aid assistance will be allowed to charge their books and supplies beginning the first day of classes each semester. A student who withdraws from all classes and who has purchased returnable books from the bookstore will receive a full refund through the third week of the semester if the books returned are in the same condition as when purchased. If the books returned are in used condition and the bookstore needs to stock the books, a buy-back value of 50% of the purchase price will be refunded to the student. A list of books that will be repurchased for 50% of the purchase price during book buy-back at the end of the semester will be posted in the bookstore and online. The College reserves the right to determine if books are in a condition suitable for resale. Books returned in unsuitable condition for resale will not be purchased.

Non-Returnable Items

The following items are non-returnable for refund:

- Art kits and lab kits
- Backpacks and book bags
- Basic office supplies (paper, notebooks, folders, pens, pencils)
- Clothing
- Diskettes, CD's, flash drives
- Drafting kits or supplies
- Mugs, cups, and koozies
- Nursing supplies and course packets

Special order items

Test forms

Textbook bundles with opened and/or used access codes or computer software

Welding tools and supplies

FINANCIAL AID

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

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

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

Standards of Satisfactory Progress for Title IV Purposes

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

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

In addition to maximum hours, students must also maintain passing grades at these benchmarks:

- 12-21 semester hours 1.50 cumulative GPA

- 22-32 semester hours 1.75 cumulative GPA
- 33-or more semester hours 2.00 cumulative GPA

Passage/completion rates for each student must be at least 67% or greater (based upon all classes scheduled). This provision will allow the student to complete a degree in a reasonable length of time. The number of terms enrolled is not as important as the number of hours scheduled. For example, a student who is not enrolled full-time could possibly take up to 8 semesters to complete 64 semester hours if he or she enrolled in 8 hours each term.

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

Students requiring **remediation** before enrolling in college-level courses will be allowed to register for remedial classes as required. The institution offers two levels of remediation in English and math and one level in reading. Students testing into these lower levels of English, reading, and math will be allowed to take each class at least once. Pell will pay for a total of thirty (30) semester hours of remediation.

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

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

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

1. For programs of one academic year or less, student progress will be measured prior to the end of the program.
2. If a student repeats a course that was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.

Any student **not in compliance** with any provision of the outlined standards of academic progress has the right to **appeal** his or her suspension to the Financial Aid Appeals Committee. The appeal must be in writing. **Appeals must include the following:** specific information related to

why the student failed to make satisfactory academic progress. In addition, the student must include what has changed that will allow the student to regain satisfactory academic progress. Students will be notified when his or her appeal is heard. If the appeal is granted, the student will be allowed to receive federal financial aid provided he or she can earn a 2.00 GPA each semester in attendance thereafter.

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

Any student affected by the standards of satisfactory academic progress will be notified in writing after grades are checked each term.

Federal Pell Grant

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

Federal Supplemental Education Opportunity Grant

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

Federal College Work-Study

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

Alabama Student Assistance Program

The Alabama Student Assistance Program (ASAP) is a state-based grant that does not have to be paid back. It is awarded based on need, and awards are made on a first-come basis. To qualify for this grant, a student must be enrolled in an eligible program. Eligible applicants for this program are chosen from processed student aid reports received before July 1 of the previous school year. The

student must also be a citizen of the United States and a resident of Alabama for twelve months prior to the first term in which the grant is awarded. The student must not be in default of any Title IV programs.

Vocational Rehabilitation and Workforce Investment Act

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

Alabama Prepaid Affordable College Tuition (PACT)

Alabama PACT is a Section 529 college savings program administered by the Alabama State Treasurer's Office. Jefferson Davis Community College accepts PACT payment for tuition and fees. PACT's payment of tuition and qualified fees will be made at rates set forth by PACT. Affected students will be responsible for paying any difference between the PACT payment and their current tuition and fee obligations.

FINANCIAL AID POLICY

Verification Policy

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

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

Jefferson Davis Community College will limit its verification to 30% of its applicant pool. Students may access current requirements via the College's

Website. Please note the requirement for IRS tax transcripts.

Items to be verified include, but are not limited to:

1. Adjusted Gross Income for base year.
2. Other income:
 - a. Social security benefits
 - b. Child support received
 - c. Tax deductions for 401k
3. Income tax paid for base year.
4. Family size.
5. Number of people enrolled in college as at least half-time students.
6. Other items collected on the expanded FAFSA.

After the information is collected, the staff will compare items reported on the original student aid report to the documentation collected. Any changes noted as a result of this process will be evaluated to see if the student aid report needs to be resubmitted for corrections or if the dollar changes are within tolerance ranges (\$25 or less difference in money). Tolerance applications do not have to be resubmitted. Others with differences in family size, number of people in college, and dollar amounts beyond tolerance will need to be updated on the ED Express software. Once the changes are keyed into the computer, the student's eligibility will be recalculated.

Any student, whose information is not accurate or within tolerance range, will be sent back to the processor. A new student aid report will be generated, and the student and college will receive another transaction. The student is notified that, as a result of the verification process, his or her information had to be updated and that he or she will receive a new student aid report. Jefferson Davis Community College will also let the student know if he or she is possibly no longer eligible for financial aid.

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

Withdrawal and Repayment of Financial Aid Funds

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

Notification to Student of Need for Refund

Any student requiring these calculations will be notified by mail.

VETERANS AFFAIRS

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

Required Documentation of Veterans

Veterans and dependents are required to apply for educational benefits the first time they enroll. Students may apply on-line at www.gibill.va.gov. Veterans will complete the 22-1990 and dependents, eligible for survivors and dependents' education benefits, will apply on the 22-5490. Students must provide a printed copy of the completed application to the veteran's certifying official at the College. Other information required by the Veterans Administration and this College is as follows:

1. DD214 (separation papers).
2. DD2384 (Notice of Basic Eligibility) completed by National Guard or Reserve Unit
3. Kicker Contract (if applicable)
4. Form 28-1905 from VA Rehabilitation Case Manager
5. Certificate of Eligibility for veterans and dependents
6. Transcripts from all institutions previously attended. (TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS—ONLY FROM INSTITUTIONS.)

7. VA file number.
8. A copy of a 22-1995 (Request for Change of Program or Place of Training) if veteran is changing institutions or major.
9. Form 21-686C, Declaration of Status of Dependents, should be submitted to claim dependents.

Certification of Veterans

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

1. Certification will be granted for only those courses that are applicable to the declared program of study (major). Any deviation must be approved in writing by the Dean of Instruction. If veterans register for a course not in their program of study and not approved by the Dean of Instruction, their benefits may be reduced at any time during the semester. This action may occur without notification to students.
2. Certification will be granted for only those hours required to complete the selected program of study. Certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.
3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective.
4. Certification will not be granted for audit courses or continuing education courses (CEU).
5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of their educational program.
6. Veterans who have received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Jefferson Davis Community College.
7. Payments for benefits will be based upon the following schedule:
 - a. Full-time payment - 12 or more credit hours
 - b. Three-fourths payment - 9-11 credit hrs.
 - c. One-half payment - 6-8 credit hours
8. Reimbursement for tuition and fees - 5 or fewer hours

Class Attendance of Veterans

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

For the veteran, failure to attend class may result in a reduction or elimination of benefits. The instructor and Dean of Instruction will determine if absences are excused or unexcused.

If the veteran accumulates excessive (unexcused) absences, the reduction of benefits will be made effective the last date of class attendance. CLASS ATTENDANCE IS MANDATORY.

Withdrawal from Class by Veterans

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

Standards of Academic Progress for Veterans Administration Benefits

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

SCHOLARSHIPS

ATHLETIC SCHOLARSHIPS are awarded to members of intercollegiate teams. These teams include men's baseball and basketball and women's volleyball and softball. Students must tryout for these scholarships. To arrange a tryout, contact the appropriate coach.

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

ROSEMARY JERNIGAN HONORS PROGRAM

SCHOLARSHIPS are awarded to individuals based on overall grade point average, ACT or SAT score, and class rank. Recipients are required to participate in Honors activities.

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

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

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

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

TECHNICAL SCHOLARSHIPS are awarded to individuals interested in pursuing education in Auto Body Repair, Drafting & Design Technology, Welding Technology, Air Conditioning/Refrigeration, and Masonry at Jefferson Davis Community College.

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

NURSING SCHOLARSHIPS are awarded to select students interested in pursuing a degree in nursing.

OFFICE ADMINISTRATION SCHOLARSHIPS are awarded to select students interested in pursuing a degree in office administration.

Scholarship Fraud

On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act to enhance protection against fraud in student financial assistance. According to the Federal Trade Commission, perpetrators of financial aid fraud often use luring lines to sell their scholarship services. Students should avoid any scholarship service or Website which asserts any of the following statements:

- "This scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "This scholarship will cost some money."
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

If you believe you have been the victim of scholarship fraud and wish to file a complaint, or want more information, call 1-877-FTC-HELP or visit the Website at www.ftc.gov/scholarshipscams.

For more information about scholarships contact the Office of Student Affairs at 251-809-1594.



INSTRUCTIONAL INFORMATION AND REGULATIONS

REGISTRATION

Registration dates are listed in the college calendar, printed in the schedule of classes, and posted on the College Website. Students register via the College's Website by clicking on the Hawk's Nest link either from their personal computer or from an available computer on the College's campuses. New students and transfer students must first meet with an advisor to be authorized to register on the Website. Students planning to transfer from the College to a public four-year university in Alabama must obtain the **STARS** guide. Students are responsible for their choice of classes made on the Website once they have met with an advisor.

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

Once total payment has been made, the classes for which a student has registered cannot be

changed (drop and add) except during the published dates each semester, which are generally the first three days of classes. Students may not register for classes after the close of registration without the permission of the Dean of Instruction.

CHANGES IN COURSES (DROP AND ADD)

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

ATTENDANCE POLICY

Class attendance is an essential part of the educational process at Jefferson Davis Community College. A student's academic success is directly proportional to class participation. Each student has individual responsibility for attending classes and for meeting course objectives. Instructors who have additional attendance requirements over and beyond

this policy will clearly outline the requirements in the course syllabi. Participation grades may be negatively impacted by absences.

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

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

CLASSIFICATION OF STUDENTS

Students who have earned 31 credit hours or less are classified as freshmen. Those who have earned 32 credit hours or more are classified as sophomores.

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

FINAL EXAMS

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

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

INDEPENDENT STUDY POLICY

During the two semesters immediately preceding graduation, a regularly enrolled student may participate in independent study courses if necessary to complete graduation requirements. Students can take no more than one independent study course within a semester and no more than two classes in

independent study work at the College. The course must not have been offered or did not make within one academic year prior to the expected graduation date. A course with a required lab may be considered with prior approval from the Dean of Instruction. Independent study courses are taught only by full-time faculty members.

The independent study request must be initiated by the student in consultation with the academic advisor. Application must then be made by the student to the appropriate instructor and the division chairperson who must both approve the request for independent study. Final approval must come from the Dean of Instruction. Any exceptions must be approved by the Dean of Instruction early in the process.

PREREQUISITES

A student who fails in the first course sequence cannot take the succeeding courses before making up the failure.

Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the instructor of the course or the Dean of Instruction.

COURSE CREDIT HOUR LOAD

The course load for a full-time student will be 12 to 19 credit hours per semester. More than 19 credit hours will constitute a student overload. A student course overload must be approved by the Dean of Instruction. No student will be approved for more than 24 credit hours in any one term for any reason.

ORIENTATION TO COLLEGE

The ORI 101, Orientation to College, or ORT 100, Orientation for Career Student, class is a requirement for graduation for all degree or certificate seeking Jefferson Davis Community College students.

ORI 101 and ORT 100 provide first-semester Jefferson Davis Community College students with the resources necessary to achieve educational objectives. The courses emphasize personal responsibility through the exploration of college policies, campus facilities, and student services. ORI 101 and ORT 100 are designed to help students develop effective study skills, library skills, critical thinking skills, and career goals. Upon completion of the course, students should be prepared to manage learning experiences successfully to meet educational and career goals.

ORT 100, Orientation for Career Student, is designed for students in technical certificate programs or courses. All other students should enroll

in the ORI 101, Orientation to College, course. Any student who is enrolled in five or more semester credit hours must successfully complete ORI 101/ORT 100 during the first term of enrollment at the College. A student who enrolls in four or fewer hours per term must complete ORI 101/ORT 100 during the term when he or she is enrolled in credit hours that reach a cumulative total of sixteen semester credit hours taken at Jefferson Davis Community College.

The following students are exempt from the ORI 101/ORT 100 graduation requirement:

1. Any student not seeking a degree or a certificate but taking courses for personal or employment reasons only, up to a cumulative of 15 credit hours - At the point that a student has enrolled for a cumulative total of 16 credit hours or more at Jefferson Davis Community College, he or she must complete the orientation requirement;
2. Any student who has an Associate Degree or higher;
3. Any student who has successfully completed a course equivalent to ORI 101/ORT 100 at Jefferson Davis Community College or another institution within the last 24 months;
4. Any student who has completed over 30 earned semester hours at Jefferson Davis Community College or has transferred to Jefferson Davis Community College with over 30 earned hours;
5. Any transient student; and
6. Any student enrolled in an academic program that must follow the Alabama Community College System standardized curriculum (these programs include Licensed Practical Nursing and Registered Nursing).

GRADUATION CEREMONY

The formal graduation ceremony is held each May, at the end of the spring semester. Students fulfilling graduation requirements during that term, and the summer and fall semesters immediately prior to spring term, and who submit a graduation application by the April 1st deadline, may participate in the ceremony. Students who do not meet all graduation requirements by the end of spring term may not participate in the ceremony.

Students are not required to pay a graduation fee or participate in the graduation ceremony in order to be designated as a graduate on the transcript. However, students who wish to be designated as a graduate on the transcript, receive the diploma and cover and/or participate in the graduation ceremony must pay the \$40.00 graduation fee at the Business

Office when applying to graduate. The \$40.00 fee covers the cost of the diploma, cap and gown. The cost for students receiving two degrees in one calendar year is \$40.00 for the first degree and \$20.00 for the second.

All correspondence regarding graduation and diplomas will be sent to the student's mailing address in the college's computer system. Diplomas will be mailed four to six weeks after the end of the semester.

Graduation applications must be submitted online via the college's Website. Students who plan to participate in the ceremony must submit a graduation application and order a cap and gown on or before April 1st. The College makes no guarantee that any order for a cap and gown requested by the student after April 1st will arrive by the graduation ceremony date.

REPLACEMENT DIPLOMAS

Jefferson Davis Community College may provide a replacement diploma in situations where the original diploma is lost or damaged. To obtain a replacement diploma, students must submit a written request to the Registrar's Office and include the \$25.00 replacement fee.

The name that appears on the duplicate diploma must be identical to the original. Since an exact duplicate of the original diploma is, in most cases, impossible, the new diploma will be issued in the format currently used by the College and will bear the signatures of the current officers. The statement "Duplicate" and the date the diploma was reissued will appear on the diploma.

It normally takes two to four weeks to prepare a duplicate diploma once the written request and payment have been received.

STANDARDS OF ACADEMIC PROGRESS: GENERAL

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

1. Programs within the institution that are subject to external licensure, certification, and/or accreditation or that are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
2. Selected transfer students will be placed on Academic Probation upon admission and must transition to these Standards of Academic Progress.

3. Special Standards of Academic Progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV Financial Aid (i.e. Pell Grant).

Definition of Terms

Grade Point Average (GPA) - The grade point average based on all hours attempted during any 1 term at the institution based on a 4 point scale.

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

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

Academic Probation - (1) the status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at JDCC, or (2) the status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted at JDCC but whose GPA for that term was 2.0 or above.

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

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

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

GPA Requirements

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

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

2. Students who have attempted 22 to 32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
3. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

Intervention for Student Success

When a student is placed on academic probation, one semester academic suspension, or one calendar year academic suspension, the Dean of Instruction may intervene by taking steps including, but not limited to, imposing maximum course load limits, requiring a study skills course, and/or prescribing other specific courses.

Application of Standards of Progress

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Jefferson Davis Community College, the student's status is clear.
2. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at Jefferson Davis Community College, the student is placed on academic probation. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at Jefferson Davis Community College, but the semester GPA is 2.0 or above, the student remains on academic probation. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at Jefferson Davis Community College and the semester GPA is below 2.0, the student is placed on academic suspension for one semester. The transcript will read: SUSPENDED ONE SEMESTER. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.
3. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read: SUSPENDED ONE SEMESTER - READMITTED UPON APPEAL. The student who is readmitted upon appeal re-enters Jefferson Davis Community College on academic probation.
4. A student who is on academic probation after being suspended for one semester, (whether the student has served the suspension or has been readmitted upon appeal), without having since

achieved clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at Jefferson Davis Community College, but whose semester GPA is 2.0 or above, will remain on academic probation until the student achieves the required GPA for the total number of hours attempted. However, when the semester GPA is below 2.0, the student will be suspended for one calendar year. The transcript will read: SUSPENDED ONE YEAR.

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

Exceptions

1. Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
2. Transfer students admitted on academic probation must transition to these standards of academic progress.
3. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

Process of Appeal for Readmission

1. If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions/Academic Standards Committee within five days of receipt of the notice of suspension. The notice of suspension will consist of the final grade report that is posted on the student's record and is available via the JDCC Website.

2. During the meeting of the Admissions/Academic Standards Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission.
 - a. The decision of the Admissions/Academic Standards Committee, together with the materials presented by the student, shall be placed in the College's official records.
 - b. Additionally, a copy of the written decision shall be provided to the student.
 - c. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Standards of Academic Progress: Institutional Credit Courses

1. **Definition** - Institutional credit courses are those courses that are not creditable toward a formal award and may include Training for Business and Industry courses and courses numbered below the 100 level.
2. **Grades** - Jefferson Davis Community College may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory ("S" 0 points), Unsatisfactory ("U" 0 points), and In Progress ("IP" 0 points). See policy heading "Special Courses" on optional grades for institutional credit courses.
3. **Special Standards of Progress** for students enrolled in these courses are as follows:
 - a. A student who is enrolled in an institutional credit course and who receives a grade of "U" or "IP" for one semester may not take the course a second semester until he or she receives special academic advising.
 - b. After the second semester in which the student receives a grade of "U" or "IP" in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

Grading System and Quality Points

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

Grade	Definition	Quality Points
A (90-100)	Excellent	4 points per credit hr.
B (80-89)	Good	3 points per credit hr.
C (70-79)	Average	2 points per credit hr.
D (60-69)	Poor	1 point per credit hr.
F (below 60)	Failure	0 points

I Incomplete. Must be made up no later than the end of the following semester or becomes an "F." (A shorter period for make-up may be designated by the instructor).

AU Audit. Course taken for no credit. Must be declared by the end of registration period and may not be changed thereafter. Credit hours will not be averaged into the grade point average.

W Official withdrawal from a course within a time period designated by the institution, or withdrawal from the institution within a time period designated by the institution. Credit hours will not be averaged into the grade point average.

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

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

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

Special Courses

The following grades may be used for some Training for Business and Industry courses:

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

GRADE REPORTS

Grades are issued at the close of each semester. Grades can be viewed and printed from the student's Hawk's Nest account on the College Website at www.idcc.edu. Each semester students should check their final grade report to ensure receipt of appropriate grades. Students are ultimately responsible for their final grade.

GRADE APPEAL

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

WITHDRAWAL FROM A COURSE

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

1. Withdrawal by the first day of the last week of class prior to final exams can be done without penalty, and the student will receive a grade of "W" for the course. The student must complete and submit the proper form to the Registrar.
2. This withdrawal is done only by student written request.
3. The grade "W" is allowed regardless of the student's grades to the point of withdrawal.
4. Students not properly withdrawn from a class will receive the grade earned in the course.
5. Students who are absent in excess of 15% of the total class meeting time (or twice the number of times a class meets in a week) may be removed from the course as an unofficial withdrawal and assigned a grade of "W." Additionally, students will be responsible for the repaying of any portion of unearned financial aid that results from a complete withdrawal.

Withdrawal forms may be obtained on either campus or from the College's Website.

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

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

Students who are absent in excess of 15% of the total class meeting time may be removed from the course as an unofficial withdrawal and assigned a grade of "W." Additionally, students will be responsible for the repaying of any portion of unearned financial aid that results from a complete withdrawal. Students challenging a withdrawal may follow the college's grade appeal process outlined in the *College Catalog*.)

WITHDRAWAL FROM THE COLLEGE

A student may withdraw from Jefferson Davis Community College upon request by obtaining and completing the proper form from the Registrar and by participating in an exit interview with appropriate college personnel.

The official withdrawal date will be the date the completed form is submitted to the Registrar and the exit interview is completed.

1. A grade of "W" will be assigned as the final grade if the student completes the withdrawal process by the first day of the last week of class prior to final exams.
2. Failure to follow formal procedures for withdrawal will result in the student receiving the grade he or she earned in the course(s).
3. Credit hours will not be averaged into the student's grade point average if a grade of "W" is obtained.
4. Students who are absent in excess of 15% of the total class meeting time (or twice the number of times a class meets in a week) may be removed from the course as an unofficial withdrawal and assigned a grade of "W." Additionally, students will be responsible for the repaying of any portion of unearned financial aid that results from a complete withdrawal.

ACADEMIC BANKRUPTCY POLICY

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

1. A student may make a request in writing to the Registrar to declare academic bankruptcy under the following conditions:
 - a. If fewer than three calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. If three or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during the one to three semesters provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
2. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected. The transcript will reflect the semester of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

COURSE FORGIVENESS

Course forgiveness offers students an opportunity to enhance their understanding of course material and to improve their grade for a course. Any course for which the student has previously registered at the College may be repeated at the College. If a course is repeated, the last grade awarded (excluding a grade of "W") replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation. Official records at the College will list each course in which a student has enrolled. Implementation of forgiveness by the College does not guarantee that other institutions will approve such action.

A student must request in writing that the Registrar implement forgiveness after the course has been successfully repeated.

SPECIAL PROGRAMS

ADULT EDUCATION

Jefferson Davis Community College offers year-round Adult Education (AE), Alabama High School Equivalency Diploma (GED), and English as a Second Language (ESL) classes. These classes provide opportunities for adult learners to improve their academic work and life skills. Students may enroll at any time by simply attending one of the classes. Instructional methodologies are based on individual learner needs and may range from one-on-one tutoring to group instruction. Computer assisted instructional programs are an integral part of classroom instruction. Classes are held at a variety of locations throughout Escambia County and are selected based on accessibility to adult learners. To participate in these classes, an individual must be 16 years of age or older and not enrolled in a public, private, or home school at the time of enrollment. An individual 16 or 17 years of age must meet one of the following:

- A learner who is 16 years of age and has exited an Alabama public school must present a notarized Certificate of Exemption issued by his or her local superintendent.
- A learner who is 17 years of age and has exited an Alabama public school must present a notarized Student Exit Interview form from the school system.
- A learner 16 or 17 years old who is a resident of Alabama, must also present a notarized letter from a parent or legal guardian granting permission to attend the classes.

The following programs are available through the College's adult education program:

Alabama Secondary Education (GED Preparatory) Classes

The Alabama Secondary Education (GED) classes offer reading, writing, computing mathematically, social studies, science, literature, and the arts for adult learners functioning at the 9.0 to 12.9 grade equivalency to prepare them to earn the State of Alabama High School Equivalency Diploma based on the results of the GED Test. Career Readiness Skills are an integral part of classroom activities. These classes also provide remediation and instruction for the WorkKeys tests. Students who score appropriately on the Reading for Information, Locating Information, and Applied Mathematics

WorkKeys tests will be issued a Career Readiness Certificate (CRC).

English as a Second Language (ESL)

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

GED Online (Alabama High School Equivalency Diploma)

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

High School Exit Exam Classes

Remedial instruction is provided for those students who have already earned the required credits but need to pass the appropriate high school exit examination in order to earn a high school diploma. The high school guidance counselor should be contacted for further information.

CONTINUING EDUCATION PROGRAM

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

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

DISTANCE EDUCATION

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

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

A hybrid class combines classroom learning with online learning. In a hybrid course, a significant portion of the class learning activities are online, which reduces the amount of time spent in a traditional, face-to-face classroom. Students benefit from the quality instruction and flexibility of both the online and classroom learning environments.

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

DEFINITION OF DISTANCE EDUCATION

For the purposes of the Commission on College's accreditation review, distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

DEFINITION OF CORRESPONDENCE EDUCATION

Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

DUAL ENROLLMENT

The College has been authorized to establish dual enrollment/dual credit programs with local boards of education in its service area. Students successfully completing dual enrollment classes may receive both high school and college credit.

See the Admission Information section of this catalog for admissions requirements for dual enrollment students.

EVENING PROGRAM

The College offers an extensive evening program, which includes regular academic courses leading to college degrees, as well as certificate programs, developmental education courses, and other courses planned to be of community service and vocational interest to the nontraditional student.

The availability of credit courses in the evening allows working students to coordinate their school activities with employment. Students may enroll for both evening and daytime classes.

In some programs, it is possible to complete all requirements for graduation by attending evening classes only.

Faculty who teach during the evening meet the same educational requirements as the faculty who teach during the day. The policies for admission, registration, graduation, and course requirements for the evening students are the same as those for the day students.

Evening Coordinators are available on both campuses at night. The Brewton Evening Coordinator is located in the Student Center; The Atmore Evening Coordinator is located in the Administration Building.

HONORS PROGRAM

The Rosemary C. Jernigan Honors Program allows students of demonstrated ability the opportunity to pursue a special series of courses as a group. These courses are designed to engage and challenge a student's mind and enrich his or her total college experience. This program provides for extensive interaction with instructors and fellow students. Honors students also have opportunities to participate in seminars, off-campus field trips, and special lectures.

Honors courses are noted on the student's transcript.

TECH PREP PROGRAM

The Tech Prep Program is a federally funded program that provides a sequence of study beginning in high school and continuing through at least two years of postsecondary education. The program is

designed to prepare students for high-skill technical occupations and allows either direct entry into the workplace after high school graduation or continuation of study that leads to an Associate Degree in a two-year college. The purposes of the Tech Prep Program are to eliminate unnecessary duplication of course work through articulation agreements, to provide for a smoother transition from one education level to the next, and to provide a challenging curriculum.

Students enrolled in vocational programs articulated with Jefferson Davis Community College may be granted credit through subject area testing. For more information, contact the Dean of Instruction at Jefferson Davis Community College.

THE STUDENT SUPPORT SERVICES (SSS) PROGRAM

The SSS Program is a federally funded educational opportunity program that promotes retention, graduation, and transfer among its eligible participants. Students are eligible for SSS if they are (1) enrolled in or accepted for admission to JDCC, (2) a first-generation college student (i.e., neither parent and/or legal guardian has a bachelor's degree), (3) income eligible, or (4) have a documented disability. Intensive services offered include free tutoring in developmental and core courses, personal and career counseling and referral, study and life skills training, transfer assistance, financial and economic literacy training, advising, and educational and cultural activities. A financial grant aid supplement is also available for eligible participants. There is no direct cost for services. The SSS Center is located in the Wallace Building on the Brewton Campus. SSS services are available on both campuses.

WORKFORCE DEVELOPMENT

The Workforce Development Program at Jefferson Davis Community College provides local employers with a wide range of technical, academic and administrative training. College faculty will customize training programs to meet the specific needs of targeted employees and provide training either on campus or at the work site. Linked to 14 other ATN offices, 26 Alabama Community College System Colleges, 3 State Universities and 2500 NIST Manufacturing Extension Partnership offices across the country, the JDCC Workforce Development Program and Alabama Technology Network Team can find experts and resources to meet any organization's needs.

WEEKEND CLASSES

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



Programs of Study

DEGREES AND CERTIFICATES

Associate Degrees Awarded

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

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

Associate Degree Requirements

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

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved

plan of study including prescribed general education courses.

2. Earn a 2.0 cumulative GPA in all courses attempted at the College. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25% of semester credit hours at the College.
4. Provide official transcripts from all colleges previously attended.
5. Submit an application for graduation to the Registrar's Office by the designated deadline listed on the online graduation application.
6. The Associate in Arts Degree and the Associate in Science Degree may not be earned in the same semester. A student who has earned an Associate in Science Degree and who takes a minimum of six additional credit hours during another semester(s) may meet the requirements to earn the Associate in Arts Degree.

7. Official Transcripts will be provided to a student or forwarded to any other institution or organization when the student fulfills all financial and/or other obligations to Jefferson Davis Community College.
8. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered JDCC, provided the catalog is dated no more than five years prior to the expected graduation date.

Certificate Requirements

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

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. A course may be counted only once for purpose of meeting graduation requirements.
3. Complete at least 25% of semester credit hours at the College.
4. Provide official transcripts from all colleges previously attended.
5. Official Transcripts will be provided to a student or forwarded to any other institution or organization when the student fulfills all financial and/or other obligations to Jefferson Davis Community College.
6. Submit an application for graduation to the Registrar's Office by the designated deadline listed on the online graduation application.
7. Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered JDCC, provided the catalog is dated no more than five years prior to the expected graduation date.

PLANS OF STUDY FOR DEGREES AND CERTIFICATES

Associate in Arts Degree (A.A.)

Associate in Science Degree (A.S.)

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

Drafting and Design Technology
Nursing
Office Administration

Certificate Programs

Air Conditioning and Refrigeration
Automotive Body Repair
Chemical Technician
Drafting and Design
Technology
Industrial Engineering Technology
Masonry
Office Administration
Welding Technology

Articulated Transfer Programs

Jefferson Davis Community College has articulation agreements with the following institution. Through these agreements, graduates may maximize transfer of course credits and complete most of their degree requirements through opportunities provided at our institution.

A.A.S. degree awarded by Wallace State Community College, Hanceville, AL:

- Child Development
- Clinical Laboratory Technician
- Dental Assisting
- Dental Hygiene
- Diagnostic Imaging (Radiology)
- Diagnostic Medical Sonography
- Electroneurodiagnostic Technology
- Health Care Information Programs
- Human Services
- Medical Assistant
- Occupational Therapy Assistant
- Pharmacy Technology
- Physical Therapist Assistant
- Respiratory Therapy

TRANSFER PLANNING

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

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

Faculty advisors will aid students in developing a degree or certificate plan for graduating from Jefferson Davis Community College. Students must follow the approved plan for their course of study.

GENERAL EDUCATION OUTCOMES

Faculty and staff are committed to enhancing student development through a variety of learning experiences. This commitment includes maintaining the highest form of instruction that promotes success after graduation as students transfer to a four year university or enter the workplace. General education courses provide the knowledge, skills, and values essential to all academic disciplines. These courses expose students to commonly recognized areas of knowledge, introduce students to diverse subject areas, and equip students with skills essential and necessary for careers and life-long learning.

Emphasis is placed on the following student learning outcomes:

- Graduates will demonstrate college-level writing skills.
- Graduates will demonstrate effective communication skills.
- Graduates will demonstrate knowledge of historical, economic, or socio-cultural factors influencing the behavior of individuals or cultures.
- Graduates will use computers to achieve academic, work-related, and personal goals.
- Graduates will demonstrate the ability to compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems.
- Graduates will exhibit an ability to use scientific reasoning and scientific methods to make observations, to answer questions, and to gather and interpret data.

THE ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The General Education Core for the Associate in Arts Degree:

Area I: Written Composition I and II..... 6 Cr. Hrs.

Area II: Humanities, Fine Arts, and Speech..... 12 Cr. Hrs.

- *Must complete 3 semester hours in Literature.

- Must complete 3 semester hours in the Arts.

- Must complete 3 semester hours in Speech.

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

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

Area III: Natural Science and Mathematics11 Cr. Hrs.

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level.
- Must complete 8 semester hours in the Natural Sciences which must include laboratory experiences.

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

Area IV: History, Social, and Behavioral Sciences12 Cr. Hrs.

- *Must complete 3 semester hours in History.
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

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

Area I-IV: Minimum General Education Requirements.....41 Cr. Hrs.

Area V: Pre-Professional, Pre-Major, and Elective Courses19-23 Cr. Hrs.**

- Must complete courses appropriate to the degree requirements and to the major of the individual student including electives.
- Must complete CIS 146.
- Must complete ORI 101.

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

applicable to their degree program among two-year and four-year colleges and universities.

Area I-V: General Studies

Curricula **60-64 Cr. Hrs.

Maximum Program

Semester Credit Hours..... 64 Cr. Hrs.

Semester Credit Hour Range

by Award **60-64 Cr. Hrs.

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

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

Degree Plan ASSOCIATE IN ARTS DEGREE

Student/Advisee Name: _____

Anticipated Semester of Graduation: _____ Advisor: _____

Major/Specialty: _____ Intended Transfer Institution: _____

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

Literature

AREA I

WRITTEN COMPOSITION	(6 HRS)
ENG 101	_____
ENG 102	_____

History

AREA IV

HISTORY, SOCIAL AND BEHAVIORAL SCIENCES	(12 HRS)
HISTORY	(3 HRS)

AREA II

HUMANITIES, FINE ARTS, AND SPEECH	(12 HRS)
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Literature	(3 HRS)
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Additional History, Social and Behavioral Science Courses, 6 hours of which must be in areas other than History

(9 HRS)

Humanities and/or Fine Arts	(6 HRS)
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AREA V
MAJOR/SPECIALITY AND ELECTIVES

(19-23 HRS)

Speech	(3 HRS)
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SPH 107	_____
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AREA III
MATHEMATICS AND NATURAL SCIENCE
(MTH 110, MTH 112, or Comparable Level Math):

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

REQUIRED:

CIS 146
ORI 101

SEMESTER HOURS REQUIRED FOR DEGREE:

Minimum 60 Hours
Maximum 64 Hour

ASSOCIATE IN ARTS DEGREE
- GENERAL EDUCATION AREAS FOR STUDENT SELECTION -

• AREA II • HUMANITIES AND FINE ARTS			• AREA III • MATHEMATICS AND NATURAL SCIENCE		• AREA IV • SOCIAL AND BEHAVIORAL SCIENCE	
ART	MUS	PHL	BIO	MTH	ECO	GEO
ENG	SPH	REL	CHM	PHS	HIS	POL
HUM	THR	SPA	PHY		SOC	PSY

THE ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The General Education Core for the Associate in Science Degree:

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

Area II: Humanities, Fine Arts,

and Speech 12 Credit Hours

- *Must complete 3 semester hours in Literature.
- Must complete 3 semester hours in the Arts.
- Must complete 3 semester hours in Speech. Remaining semester hours to be selected from Speech, Humanities and/or Fine Arts. *Humanities, Fine Arts and Speech disciplines include, but are not limited to: Art and Art History, Ethics, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religious Studies, Speech, and Theater.*

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

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level.
- Must complete 8 semester hours in the Natural Sciences which must include laboratory experiences.

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

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

- *Must complete 3 semester hours in History.
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

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

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

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

- Must complete courses appropriate to the degree requirements and major of the individual student including electives.
- Must complete CIS 146.
- Must complete ORI 101.

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

Area I-V: General Studies

Curricula **60-64 Credit Hours

Maximum Program

Semester Cr. Hr. 64 Credit Hours

Semester Credit Hour Range

by Award **60-64 Credit Hours

**Must complete a 6 semester hour sequence either in literature or in history. The sequence in Area II and IV in literature or history needs to follow the sequence requirements according to the student's major and transfer plans.*

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

**Degree Plan
ASSOCIATE IN SCIENCE DEGREE**

Student/Advisee Name: _____

Anticipated Semester of Graduation: _____ Advisor: _____

Major/Specialty: _____ Intended Transfer Institution: _____

 Literature**AREA I**

WRITTEN COMPOSITION	(6 HRS)
ENG 101	_____
ENG 102	_____

 History**AREA IV**

HISTORY, SOCIAL AND BEHAVIORAL SCIENCES	(12 HRS)
HISTORY	(3 HRS)

AREA II

HUMANITIES, FINE ARTS, AND SPEECH	(12 HRS)
Literature	(3 HRS)

Additional History, Social and Behavioral Science Courses, 6 hours of which must be in areas other than History

(9 HRS)

Humanities and/or Fine Arts	(6 HRS)
_____	_____
_____	_____

AREA V
 MAJOR/SPECIALITY
 AND ELECTIVES

Speech	(3 HRS)
SPH 107	_____

(19-23 HRS)

AREA III	
MATHEMATICS AND NATURAL SCIENCE	
(MTH 110, MTH 112, or Comparable Level Math):	(11 HRS)

REQUIRED:

MTH _____	_____
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 CIS 146
 ORI 101

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

_____	_____
_____	_____
_____	_____

SEMINSTER HOURS REQUIRED FOR DEGREE:
*Minimum 60 Hours
Maximum 64 Hour*

ASSOCIATE IN SCIENCE DEGREE
- GENERAL EDUCATION AREAS FOR STUDENT SELECTION -

• AREA II • HUMANITIES AND FINE ARTS			• AREA III • MATHEMATICS AND NATURAL SCIENCE		• AREA IV • SOCIAL AND BEHAVIORAL SCIENCE	
ART	MUS	PHL	BIO	MTH	SOC	GEO
ENG	SPH	REL	CHM	PHS	HIS	POL
HUM	THR	SPA	PHY		ECO	PSY

**THE ASSOCIATE IN APPLIED SCIENCE
DEGREE REQUIREMENTS**

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

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

- Must complete ENG 101
- Remaining semester hours may be selected from either ENG 102 or Technical Writing.

Area II: Humanities, Fine Arts, and Speech.....3-6 Credit Hours

- Areas I and II must include a minimum of 9 hours.
- Must complete 3 semester hours in Speech.
- Must complete one course in humanities and fine arts.

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

Art and Art History, Ethics, Humanities, Foreign Languages, Literatures, Music and Music History, Philosophy, Religious Studies, Speech, and Theater.

Area III: Natural Science, Mathematics, and Computer Science.....9-11 Credit Hours

- Must complete a minimum of 3 semester hours in mathematics.
- Must complete one course in Computer Science (2 preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).
- Appropriate 100 level (or higher) mathematics, natural science, and/or computer science courses as denoted in *The Alabama Community College System Course Directory* may be selected.

In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Biological Sciences, Chemistry, Physics, and Physical Science. Health-related Disciplines

- Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, or BIO 220 or file the BIO waiver.

Area IV: History, Social, and Behavioral Sciences3-6 Credit Hours

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

Minimum General Education Requirements18-29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives.....47-58 Credit Hours

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

Required: ORI 101 (OAD & DDT only)

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the "General Studies" transfer courses whenever possible.

General Studies Curricula 76 Credit Hours

Maximum Program Semester Credit Hours 76 Credit Hours

Semester Credit Hour Range by Award 60-76 Credit Hours

Degree Plan
ASSOCIATE IN APPLIED SCIENCE DEGREE
DRAFTING AND DESIGN TECHNOLOGY

Student/Advisee Name: _____

Anticipated Semester of Graduation: _____ Advisor: _____

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

AREA I	WRITTEN COMPOSITION	(3 HRS)	AREA V	MAJOR/SPECIALTY COURSES	(54 HRS)
AREA II			REQUIRED COURSES:		
HUMANITIES, SPEECH, AND FINE ARTS		(6 HRS)	DDT 104 DDT 111 DDT 124 DDT 127 DDT 128		
SPH 107 or SPH 116 ART, HUM, MUS		_____	REQUIRED: CHOOSE 13 COURSES		
AREA III			DDT 117 DDT 125 DDT 130 DDT 131 DDT 132		
MATHEMATICS AND NATURAL SCIENCE		(9 HRS)	DDT 134 DDT 150 DDT 212 DDT 220		
MTH 100* CIS 146*		_____	DDT 222 DDT 224 DDT 226 DDT 231		
Additional math, science, or computer course.		_____	DDT 232 DDT 233 DDT 234 DDT 235		
<p>* A mathematics, computer, and science course can be substituted respectively with an equivalent and/or higher level course.</p>					
AREA IV			DDT 236 DDT 237		
HISTORY, SOCIAL AND BEHAVIORAL SCIENCES		(3 HRS)			

<p>SEMESTER HOURS REQUIRED FOR DEGREE: 76 Hours Total</p>					
<p style="text-align: center;">REQUIRED: ORI 101</p>					

NOTE: This will be revised January 2017.

Degree Plan
ASSOCIATE IN APPLIED SCIENCE DEGREE
NURSING: STANDARD TRACK

Student/Advisee Name: _____

Anticipated Semester of Graduation: _____

Advisor: _____

GENERAL EDUCATION CORE (27 HOURS):

NURSING CORE (39 HRS)

AREA I
WRITTEN COMPOSITION (3 HRS)

AREA V
MAJOR/SPECIALTY COURSES

ENG 101 _____

NUR 112 _____

AREA II
HUMANITIES, FINE ARTS, (6 HRS)
AND SPEECH

NUR 113 _____
NUR 114 _____
NUR 115 _____
NUR 211 _____
NUR 221 _____

SPH 107 _____
HUM _____

AREA III
MATHEMATICS AND (15 HRS)
NATURAL SCIENCE

Documentation of Computer Skills:

MTH 100 or Higher Level

**SEMESTER HOURS REQUIRED
FOR DEGREE: 66 Hours Total**

MTH _____

NATURAL SCIENCE

BIO 201 _____
BIO 202 _____
BIO 220 _____

AREA IV
HISTORY, SOCIAL AND (3 HRS)
BEHAVIORAL SCIENCES

PSY210 _____

**Degree Plan
ASSOCIATE IN APPLIED SCIENCE DEGREE
NURSING: MOBILITY LPN & PARAMEDIC**

Student/Advisee Name: _____

Anticipated Semester of Graduation: _____ Advisor: _____

GENERAL EDUCATION CORE (27 HOURS):		NURSING CORE	(24 HRS)
AREA I WRITTEN COMPOSITION	(3 HRS)	AREA V MAJOR/SPECIALTY COURSES	
ENG 101	_____	NUR 209 NUR 211 NUR 221	_____
AREA II HUMANITIES, FINE ARTS, AND SPEECH	(6 HRS)	NON-TRADITIONAL CREDIT (15 HRS)	
SPH 107 or SPH 116 HUM	_____	NUR 112	_____
AREA III MATHEMATICS AND NATURAL SCIENCE MTH 100 or Higher Level	(15 HRS)	NUR 113 NUR 114 NUR 115	_____
MTH	_____	Documentation of Computer Skills:	_____
NATURAL SCIENCE	_____		_____
BIO 201 BIO 202 BIO 220	_____		
AREA IV HISTORY, SOCIAL AND BEHAVIORAL SCIENCES	(3 HRS)	SEMESTER HOURS REQUIRED FOR DEGREE: 66 Hours Total	
PSY 210	_____		

NURSING

ASSOCIATE IN APPLIED SCIENCE DEGREE

The purpose of the Associate Degree Nursing Program at Jefferson Davis Community College is to offer educational opportunities to qualified applicants in the community who desire to become registered nurses prepared to provide and coordinate client care in both acute and long-term care settings where policies and procedures are specified and guidance is available. The program prepares graduates to practice as registered nurses after successfully passing the NCLEX-RN (National Council Licensure Examination).

Clinical facilities associated with the nursing program include D. W. McMillan Hospital and Westgate Village in Brewton; Atmore Community Hospital and Atmore Nursing Home in Atmore; Baptist Hospital in Gulf Breeze, Florida; Baptist Hospital, Sacred Heart Hospital, and West Florida Hospital in Pensacola, Florida; Century Care Center in Century, Florida; West Florida Community Care in Milton, Florida; Jay Hospital in Jay, Florida; Andalusia Hospital in Andalusia; Thomas Hospital in Fairhope; North Baldwin Hospital in Bay Minette; South Baldwin Regional Medical Center in Foley, William F. Green State Veterans Home, Bay Minette and Evergreen Medical Center in Evergreen. Additional clinical facilities related to community health are utilized. Nursing students at JDCC will be responsible for their personal travel expenses to and from all clinical sites, regardless of location.

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

P.O. Box 303900, Montgomery, Alabama 36130-3900.

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

"The Board may also deny, revoke, or suspend any license issued by it or otherwise discipline a licensee upon proof of any of the following: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; is unable to safely practice nursing with reasonable skill and safety to patients by reason of illness, inebriation, excessive use of drugs, narcotics, alcohol, chemicals or any other substance, or as a result of any mental or physical condition; has been convicted of any violation of a federal or state law relating to controlled substances; of any of the following regarding the licensee; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violated this article, as defined by board rules and regulations."**

**Alabama Board of Nursing Nurse Practice Act, www.abn.alabama.gov.

The JDCC Nursing Program is accredited by the Accreditation Commission for Education in Nursing. Information about this program may be obtained from: ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. The telephone number is 1-404-975-5000. www.acenursing.org. The JDCC Nursing Program is licensed by the Commission for Independent Education, Department of Education. Additional information may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll-free (888) 224-6684.

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

procedures required by the College. Secondly, the student should complete an application for the nursing program.

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

STANDARD TRACK

COURSES TO BE TAKEN FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR (THREE TERMS)

BIO 201*-202.....	8
ENG 101	3
MTH 100 or higher level	3
PSY 210**	3
SPH 107	3
NUR 112	7
NUR 113	8
NUR 114	8
NUR 115	2

SECOND YEAR (TWO TERMS)

BIO 220	4
HUM Elective	3
NUR 211	7
NUR 221	7

Standard Track: 39 required nursing credits
27 required general education credits

* Prerequisite: BIO 103 or BIO 103 waiver.

** Prerequisite: PSY 200 OR PSY 210 waiver.

MOBILITY LPN and PARAMEDIC TRACK

COURSES TO BE TAKEN FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

FIRST YEAR (THREE TERMS)

BIO 201*-202.....	8
ENG 101	3
MTH 100 or higher level.....	3
PSY 210**	3
SPH 107	3
NUR 209.....	10
Non-traditional credit: (if completing NUR209)	15
NUR 112	
NUR 113	
NUR 114	

SECOND YEAR (TWO TERMS)

BIO 220.....	4
HUM Elective.....	3
NUR 211.....	7
NUR 221.....	7

Mobility LPN Track: 24 required nursing credits
15 required non-traditional
nursing credits
27 required general
education credits

* Prerequisite: BIO 103 or BIO 103 waiver.

** Prerequisite: PSY 200 OR PSY 210 waiver.

*** Graduates of the ACCS standardized LPN curriculum are eligible to enter the ADN program during the fourth semester without taking NUR 209 if graduation occurred within the previous one year immediately prior to admission into the fourth semester.

Standard Associate Degree Nursing Curriculum

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not completed)	3	0	0	3	3
BIO 201 A&P I (if not completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not completed)	3	0	0	3	3
BIO 202 A&P II (if not completed)	3	1	0	4	5
Total	13	1	3	18	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 107 Intro to Speech (if not completed)	3	0	0	3	3
Total	9	0	4	13	21`

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology	2	2	0	4	6
Total	6	2	3	11	19

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective	3	0	0	3	3
Total	6	0	4	10	18
Program Totals	44	7	15	66	106

Academic and Nursing Theory Contact Hours 660

Academic and Nursing Lab Contact Hours 255

Nursing Clinical Contact Hours 675

Total Program Contact Hours 1590

Students are eligible to take PN NCLEX after successful completion of the third semester.

LPN AND PARAMEDIC TO RN

(Concepts for Healthcare Transition)

The new LPN and Paramedic to RN Healthcare Transitions Program begins **Fall Semester 2017**. Admissions is every fall semester starting in 2017, and applications are due between April 1 and June 1 each year. An active, unencumbered Alabama LPN or Paramedic License is required. LPN to RN students who completed the Alabama Community College concept based nursing curriculum within one academic year from start of Healthcare Transition coursework, are exempt from taking NUR 209. These students will enter the Healthcare Transition program at NUR 211.

The required number of hours per week varies with each nursing course. This program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts. It is advisable to complete general education program requirements prior to starting the nursing courses.

CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS

Prerequisite Courses:

- MTH 100 – Intermediate College Algebra, or higher level Math (3 credit hours)
- ENG 101 – English Composition (3 credit hours)
- BIO 201 – Human Anatomy and Physiology I (4 credit hours)
- BIO 202 – Human Anatomy and Physiology II (4 credit hours)
- SPH 107 – Fundamentals of Speech (3 credit hours)
- PSY 210 – Human Growth and Development (3 credit hours)

NOTE: Valid, unencumbered Alabama PN license is required.

Concepts for Healthcare Transition Students					
First Semester	Theory Hr	Lab Hr	Clinical Hr	Credit Hr	Contact Hr/Wk
NUR 209 Concepts for Healthcare Transition	6	1	3	10	18
Total Hours	6	1	3	10	18
Second Semester (4th semester of generic program)	Theory Hr	Lab Hr	Clinical Hr	Credit Hr	Contact Hr/Wk
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not completed)	2	2	0	4	6
Total Hours	6	2	3	11	19
Third Semester (5th semester of generic program)	Theory Hr	Lab Hr	Clinical Hr	Credit Hr	Contact Hr/Wk
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not completed)	3	0	0	3	3
Total Hours	6	0	4	10	18

Upon successful completion of NUR 209, students will be awarded 15 hours of non-traditional credit. LPN and RN students who completed the CBC curriculum within one academic year from start of Healthcare Transition coursework, are exempt from taking NUR 209. These students will enter the Healthcare Transition program at NUR 211.

Students with two non-progressions in the Healthcare Transition program must reapply and be accepted to start over in NUR 209. Students may elect to apply to the AND program from the beginning as well.

**The Alabama Community College System
Nursing Education Program
NURSING POLICIES**

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

Nursing Program Admission Criteria

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

1. Unconditional admission to JDCC
 - a. A completed, signed application for admission to the College;
 - b. All required official transcripts both high school and/or college;
 - c. Entry on clear academic status;
 - d. Appropriate, valid official ACCUPLACER assessment scores for placement; and
 - e. Valid citizenship documenting as outlined in the Admissions Policy section of the College Catalog.
2. Receipt by JDCC nursing program of completed application for the Associate Degree Program by deadline dates as listed on nursing application.
3. All official transcripts from regionally accredited institutions must be submitted with application.
*Students who have only been enrolled at JDCC are not required to submit transcripts. If complete official and most recent transcripts have been previously submitted to JDCC, this can be noted by applicant for verification by JDCC Registrar. If verified, no further official transcripts will be required.
4. GPA requirements:
 - Grades to be included in grade point average calculations include the following denoted types: "A," "B," "C," "D," "F,"
 - Grades of "W" do not factor as attempted hours/quality hours.
 - Grades of "WP" do not factor as attempted/quality hours.
 - Grades of "I" or "WF" factor as "F."

- Grades of "S" (i.e. credit for CLEP, AP, etc.) will not be calculated in the GPA.

A minimum of 2.5 GPA is required on a 4.0 scale based on the nursing required academic core courses. The core college courses are English Composition I, Intermediate College Algebra, Anatomy & Physiology I, Anatomy & Physiology II, Microbiology, Human Growth & Development, Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Theater, Religion, or a foreign language.) GPA will be calculated based on the courses completed at the time of application to be nursing program.

A minimum of 2.5 cumulative GPA is required for high school students without prior college work (GED acceptable).

For courses repeated, only the higher grade is considered.

Academic Bankruptcy/Forgiveness policies will be honored from other Alabama Community College System institutions and all regionally accredited colleges/universities.

5. Eligibility is required for English Composition I, Intermediate College Algebra, and Anatomy & Physiology I if not previously taken. To qualify for admission to BIO 201, a student may successfully complete BIO 103 or request a BIO 103 waiver as prerequisite for BIO 201. (See JDCC Registrar for waiver form.)
6. Must remain in good standing with JDCC.
7. The Nursing Admissions Committee uses the same POINTS SYSTEM for admissions to both Standard and "LPN and Paramedic" Mobility tracks. Points are accumulated through the ACT or ACT-R exam scores, completed general education credits whether college or dual enrollment, and attendance at JDCC. For example, students with an "A" grade in English Composition I receive more points than a student with a "C" grade. The maximum number of points that can be accumulated is 58.
8. ACT composite score (36 maximum possible).
 - a. A minimum composite score of 18 on ACT is required for eligibility to apply.
 - b. The writing component is not required. No time limit on ACT results.

- c. Applicant will be awarded points for his/her composite ACT score.
 - d. ACT results must be attached to the application.
 - If the National ACT test was taken, print off results from the ACT.org website.
 - If ACT was taken in high school, an original high school transcript showing ACT results may be attached.
 - If ACT residual was taken at Jefferson Davis, attach a copy of the score that was sent to student's email account.
 - These are the only forms of documentation accepted.
 - **The Jefferson Davis Admissions Department will not provide ACT scores to the nursing department.**
9. Must meet the essential functions/technical standards required for nursing ("Essential Functions" document available on nursing homepage, www.jdcc.edu).
10. Admission to the Associate Degree Nursing Program is competitive. The number of students admitted is limited by available faculty and clinical agencies. Meeting minimal admission requirements does not guarantee admission.
- Minimum admission requirements for the LPN and Paramedic Mobility to Associate Degree in Nursing include:**
1. Unconditional admission to JDCC
 - a. A completed, signed application for admission to the College;
 - b. All required official transcripts both high school and/or college;
 - c. Entry on clear academic status;
 - d. Appropriate, valid official ACCUPLACER assessment scores for placement; and
 - e. Valid citizenship documenting as outlined in the Admissions Policy section of the College Catalog.
 2. Receipt by JDCC nursing department of completed application for the Associate Degree Program by deadline dates as listed on nursing application.
 3. All official transcripts from regionally accredited institutions must be submitted with application.

*Students who have only been enrolled at JDCC are not required to submit transcripts. If complete official and most recent transcripts have been previously submitted to JDCC, this can be noted by applicant for verification by JDCC Registrar. If verified, no further official transcripts will be required.

4. GPA requirements:

a. 2.5 Average

- Grades to be included in grade point average calculations include the following denoted types: "A," "B," "C," "D," "F."
- Grades of "W" do not factor as attempted hours/quality hours.
- Grades of "WP" do not factor as attempted/quality hours.
- Grades of "I" or "WF" factor as "F."
- Grades of "S" (i.e. credit for CLEP, AP, etc.) will not be calculated in the GPA.

A minimum of 2.5 GPA is required on a 4.0 scale based on the nursing required academic core courses. The core college courses are English Composition I, Intermediate College Algebra, Anatomy & Physiology I, Anatomy & Physiology II, Microbiology, Human Growth & Development, Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Theater, Religion, or a foreign language.) GPA will be calculated based on the courses completed at the time of application to be nursing program.

For courses repeated, only the higher grade is considered.

Academic Bankruptcy/Forgiveness policies will be honored from other Alabama Community College System institutions and all regionally accredited colleges/universities.

5. Eligibility is required for English Composition I, Intermediate College Algebra, and Anatomy & Physiology I if not previously taken. To qualify for admission to BIO 201, a student may successfully complete BIO 103 or request a BIO 103 waiver as prerequisite for BIO 201. (See JDCC Registrar for waiver form.)
6. Must remain in good standing with JDCC.
7. The Nursing Admissions Committee uses the same POINTS SYSTEM for admissions to both Standard and "LPN and Paramedic" Mobility tracks. Points are accumulated through the ACT or ACT-R exam scores, completed general

education credits whether college or dual enrollment, and attendance at JDCC. For example, students with an "A" grade in English Composition I receive more points than a student with a "C" grade. The maximum number of points that can be accumulated is 58.

8. ACT composite score (36 maximum possible).
 - a. A minimum composite score of 18 on ACT is required for eligibility to apply.
 - b. The writing component is not required. No time limit on ACT results.
 - c. Applicant will be awarded points for his/her composite ACT score.
 - d. ACT results must be attached to the application.
 - If the National ACT test was taken, print off results from the ACT.org website.
 - If ACT was taken in high school, an original high school transcript showing ACT results may be attached.
 - If ACT residual was taken at Jefferson Davis, attach a copy of the score that was sent to student's email account.
 - These are the only forms of documentation accepted.
 - **The Jefferson Davis Admissions Department will not provide ACT scores to the nursing department**

NOTE: Valid, unencumbered Alabama PN license or Paramedic license is required.

To qualify for admission to BIO 201, student may successfully complete BIO 103 or request BIO 103 waiver as prerequisite for BIO 201. (See JDCC Registrar for waiver form.) To qualify for admission to PSY 210, student may successfully complete PSY 200 or request a PSY 200 waiver as prerequisite for PSY 210. (See JDCC Registrar for waiver form.)

Graduates of the ACCS concept based curriculum are eligible to enter the AND program during the fourth semester (RN-4) without taking NUR 209 if graduation occurred within the previous one year immediately prior to admission into fourth semester.

11. The Nursing Admissions Committee uses the same POINTS SYSTEM for admissions to both Standard and LPN Mobility tracks. Points are accumulated through the ACT or ACT-R exam scores, completed general education credits whether college, dual enrollment and attendance at JDCC. For example, students with an "A" grade in English Comp I receive more points than a student with a "C" grade. The maximum number of points that can be accumulated is 58.
12. Must meet the essential functions/technical standards required for nursing ("Essential Functions" document available on nursing homepage, www.jdcc.edu).
13. Admission to the Associate Degree Nursing Program is competitive. The number of students admitted is limited by available faculty and clinical agencies. Meeting minimal admission requirements does not guarantee admission.

9. Submit documentation of current unencumbered Alabama LPN licensure. (Must submit AL License number.)
10. Must remain in good standing with JDCC.

Nursing applications are valid for one semester only. Application deadlines are: April 1 – June 1 for Fall Admission and August 1 – October 1 for Spring Admission. If applicant is not accepted on preferred admission date, a new application package must be completely resubmitted for the next admission date.

The Nursing Admission Committee will notify students of acceptance into the nursing program. Along with the notification of acceptance, students will receive information in reference to require orientation class, registration, CPR certification (American Heart Association BCCLS, Adult and Child required), physical examination, mandatory liability and health insurance, mandatory pre-clinical drug and alcohol screening, and background screening. The following requirements must be met prior to the first clinical nursing course: Specific, current, satisfactory, physical examination form completed by a licensed physician or certified nurse practitioner that indicates that the student has satisfactory physical and mental health and is free of any infectious diseases. (This form is furnished by the Nursing Department.) The two-step TB skin test or a chest x-ray is required. The TB skin test must be updated annually, a minimum of one, preferably two Hepatitis B vaccination(s) are required. It takes 3 injections to complete the series. Also required are the varicella (chicken pox), tetanus, and MMR (measles, mumps, and rubella) vaccine, or submission of blood titer results indicating immunity to each. Flu vaccination will be required later in the fall. **We do NOT accept childhood immunization forms.** (Childhood immunization dates may be transferred by your healthcare provider to the form enclosed. **(Do not mail in) Please make a copy of all forms for your file before submitting.** We cannot furnish copies of submitted documents. Some clinical agencies will not permit nursing students after the first trimester of pregnancy to be present on mental health or psychiatric units. Neither the College nor any member of the Nursing Department is responsible for any infectious disease including AIDS or teratogenic effects from any virus, medication, procedure, or injury that a student may contract while in the campus lab or clinical setting.

POINTS FOR ADMITTANCE TO NURSING

After meeting all minimum admission requirements, applicants are rank ordered using the following point system:

- Act composite score (36 maximum possible). The writing component is not required. No time limit on ACT results. Applicant will be awarded points for his/her composite score. A minimum composite score of 18 on ACT is required for eligibility

to apply. ACT results must be attached to the application. If the National ACT test was taken, print off results from the ACT.org website. If ACT was taken in high school, an original high school transcript showing ACT results may be attached. If ACT residual was taken at Jefferson Davis, attach a copy of the score that was sent to student's email account. These are the only forms of documentation accepted. **The Jefferson Davis Admissions Department and Registrar will not provide ACT scores to the nursing department.**

- Points will be awarded for grades in English Composition I, Intermediate College Algebra, Anatomy & Physiology I, and Anatomy & Physiology II. A=3 points, B=2 points, C=1 [point].
- Four more points may be awarded , one point each , for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.
- Three extra points are awarded for completion of Chemistry, Pre-Calculus, Finite Math, or Statistics with a C or higher.
- Three extra points are awarded for having taken courses at Jefferson Davis Community College.

A total of 58 points are possible with these selection criteria.

High school students may obtain points for college courses through dual enrollment.

The Alabama Community College System Nursing Education Program PROGRESSION POLICY

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

In order to progress in the nursing program, the student must:

1. Maintain a grade of "C" or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at the current institution.
2. Complete all required general education courses according to The Alabama Community College System Nursing Education curriculum unless completed prior to admission.
3. Be acceptable by clinical agencies for clinical experiences.

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4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. Maintain program health requirements and CPR.

A total of two unsuccessful attempts in two separate semesters ("D", "F", or "W") in the nursing program will result in dismissal from the program.

REINSTATEMENT POLICY

Students who desire reinstatement in the program must apply for reinstatement to the program.

1. Reinstatement requests must be received by the nursing department within 48 hours of final grade postings in the semester for which the student either failed, or withdrew, in order to be considered for the following semester. All other reinstatement requests must be received prior to the last 3 weeks of any one semester.
2. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement.
3. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.
4. A student may be reinstated to the nursing program one time.
5. Reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met. A rubric is used to determine who is reinstated, when space is limited. The rubric consists of student attendance, behavior, lab/clinical performance, and GPA.
6. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
7. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Reinstatement Committee for a decision on repeating a course or readmission to the program.
8. ADN students whose second unsuccessful attempt occurs in NUR211 or NUR221 may apply for the Mobility program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

9. Students with two non-progressions in the Healthcare Transition program must reapply and be accepted to start over in NUR209, even if the student started the program in NUR211. Students may elect to apply to the AND program from the beginning as well (NUR112).

READMISSION POLICY:

1. Students are not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

2.

TRANSFER POLICY

Students wishing to transfer must:

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of "C" or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Provide a letter of eligibility for progression from the Dean/Director in previous nursing program.
4. Comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Student selection for transfer is based on GPA in nursing program required courses.

NOTE: Students must submit the transfer packet. Transfer requests are due prior to the last 3 weeks of any given semester. Students who have been out of the previous nursing program longer than one year are not eligible to transfer.

GRADING POLICIES

Students must achieve a final score of 75% in each NUR course without rounding to progress.

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

Note that a "C" requires a grade of 75-79 in all courses with a NUR prefix. Students are encouraged to study at least one hour per course credit hour (i.e. 3 hours per week for a 3 credit hour course).

Most nursing courses consist of a combination of theory, laboratory and clinical components. Laboratory and clinical grades are assigned by pass/fail ranking. Students who fail the laboratory and/or clinical component of a course but earn a "C" or higher in the theory portion of the course; fail the course. Students who pass the laboratory and/or clinical component of a course by fail the theory portion of the course with a "D" or "F"; fail the course. Students who have failed any one component of a course may withdraw until the last date for withdrawal. Once the withdrawal date has passed, students will receive an "F" for the final grade.

Statements in this catalog are for informational purposes only. This catalog does not constitute an agreement between Jefferson Davis Community College Nursing Program and the student. The Nursing Program reserves the right to change the cost, curriculum, or any other items contained herein.

**Degree Plan
ASSOCIATE IN APPLIED SCIENCE DEGREE
OFFICE ADMINISTRATION**

Student/Advisee Name: _____

Anticipated Semester of Graduation: _____ Advisor: _____

AREA I WRITTEN COMPOSITION	(6 HRS)	AREA V MAJOR/SPECIALTY COURSES (In Addition to ONE of the following options):
ENG 101	_____	OAD 103
ENG 102	_____	OAD 104
AREA II HUMANITIES, SPEECH, AND FINE ARTS	(6 HRS)	OAD 125
SPH 107 or SPH 116	_____	BUS 150
_____	_____	OAD 130
		OAD 133 / BUS 215
		OAD 135 / BUS 241
		OAD 136 / BUS 242
		OAD 138
		OAD 200
		OAD 243
AREA III NATURAL SCIENCE, MATHEMATICS, AND COMPUTER SCIENCE	(9 HRS)	REQUIRED: ORI 101
(MTH 100 or higher): MTH _____	_____	_____
MTH/Science/CIS CIS 146	_____	ONE OF THE FOLLOWING OPTIONS MUST BE SELECTED:
_____	_____	
AREA IV HISTORY, SOCIAL AND BEHAVIORAL SCIENCE	(3 HRS)	<p style="text-align: center;">OPTION A: EXECUTIVE SECRETARY 12 HRS. or OPTION B: LEGAL SECRETARY 12 HRS. or OPTION C: MEDICAL SECRETARY 12 HRS. or OPTION D: WORD PROCESSING 12 HRS.</p>
_____	_____	

**SEMESTER HOURS REQUIRED
FOR DEGREE: 70 Total**

OFFICE ADMINISTRATION

Executive Secretary Option
Program of Study for the
Associate in Applied Science Degree
in Office Administration

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

Sem. Hrs.	Sem. Hrs.
OAD 1263	Business
OAD 2183	Elective3
BUS 2483	

Legal Secretary Option
Program of Study for the
Associate in Applied Science Degree
in Office Administration

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

Sem. Hrs.	Sem. Hrs.
OAD 1263	OAD 2033
OAD 2023	BUS 2633

Medical Secretary Option
Program of Study for the
Associate in Applied Science Degree
in Office Administration

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

Sem. Hrs.	Sem. Hrs.
BIO 1203	OAD 2133
OAD 2123	OAD 2143

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

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

Sem. Hrs.	Sem. Hrs.
OAD 1103	OAD 2183
OAD 1263	OAD 2463

LONG CERTIFICATE PROGRAM AWARD REQUIREMENTS

The General Education Core for the Certificate:

Area I: Written Composition I

and II.....2-6 Cr. Hours

- COM 100 may be substituted only in non-degree eligible programs.

Area II: Humanities, Fine Arts, and Speech2-6 Cr. Hours

- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- SPC 100 or SPC 103 may be substituted only in non-degree eligible programs.

Area III: Natural Science, Mathematics, and Computer Science.....6 Credit Hours

- Must complete 1 course in Computer Science (2 preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).
- MAH 101 may be substituted only in non-degree eligible programs.
- Remaining semester hours to be selected from Natural Sciences, Mathematics, or Computer Science.

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

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

Area I-V: General Studies

Curricula60 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives..... 42-50 Credit Hours

- Courses appropriate to the certificate requirements, occupational or technical specialty requirements, core courses, and electives.
- Required ORT 100 (excludes correctional programs).

Maximum Program Semester Credit Hours.....60 Credit Hours

**Semester Credit Hour Range
by Award**30-60 Credit Hours

SHORT CERTIFICATE PROGRAM AWARD REQUIREMENTS

The General Education Core for the Certificate <= 29 Semester Hours:

Area I: Written Composition

I and II..... 0-3 Credit Hours

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

Area II: Humanities, Fine Arts, and Speech0 Credit Hours

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

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

Minimum General Education Requirements0-6 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives23-29 Credit Hours

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

**Maximum Program Semester Credit
Hours..... 29 Credit Hours**

**Semester Credit Hours Range
by Award** 9-29 Credit Hours

TECHNICAL GENERAL EDUCATION OUTCOMES

Faculty and staff are committed to enhancing student development through a variety of learning experiences while attending the College. This commitment includes maintaining the highest form of instruction that promotes success as students enter the work place. The general education courses provide the knowledge, skills, and values essential to all technical disciplines.

Emphasis is placed on the following student learning outcomes:

- Graduates will demonstrate effective written communication skills.

- Graduates will demonstrate basic computer skills.
- Graduates will apply the basic concepts of math.

CERTIFICATE PROGRAMS

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

ADULT LITERACY (ADL) (CORRECTIONAL SITE ONLY)

The Adult Education and Family Literacy program is designed to meet the needs of students who are interested in preparing for the GED Test. Emphasis is placed upon the four specific areas of the GED test: Science, Social Studies, Mathematical Reasoning, and Reasoning through Language Arts.

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

COURSE CREDIT	TITLE	INSTITUTIONAL	
ADL 020-027	Math I - Math VIII	3	
ADL 030-037	Reading I - Reading VIII	3	
ADL 040	Learning About Careers	3	
ADL 041	Pre-employment Testing	3	
ADL 042	Job Search	3	
ADL 044	Employer/Employee Expectations	3	
ADL 045	Safety on the Job	3	
ADL 046	Money Management	3	
ADL 047	Job-Related Vocabulary	3	
ADL 048	Speaking and Listening Skills	3	
ADL 049	Introduction to Reference Resources	3	
ADL 050	News Media in Everyday Life	3	
ADL 051	An Overview of Geography	3	
ADL 052	Understanding Signs and Directions	3	
ADL 053	Understanding Condensed Data	3	
ADL 054	Essentials of the Good Customer	3	
ADL 055	Essentials of the Good Citizen	3	
ADL 056	Basic Writing	3	
ADL 057	Intermediate Writing	3	
ADL 058	Basic Mathematics	3	
ADL 059	Developmental Algebra	3	
ADL 060	Basic Geometry	3	

ADL 061-063	Developmental Reading I - III	3
ADL 064	Career Exploration	3
ADL 065	Orientation to College	3
ADL 080-085	Language Usage I - VI	3
ADL 086-087	Test Taking Skills I - II	3

AIR CONDITIONING AND REFRIGERATION

SHORT CERTIFICATE PROGRAM 27 CREDIT HOURS

Air Conditioning and Refrigeration is a program that trains the student to service, repair, and install air conditioning, refrigeration, and heating equipment for residential and commercial users.

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

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

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

COURSE	TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:				
ACR 111	Principles of Refrigeration	1	4	3
ACR 113	Refrigeration Piping Practices	1	4	3
ACR 119	Fundamentals of Gas Heating Systems	1	4	3
ACR 121	Principles of Electricity for HVAC/R	1	4	3
ACR 122	HVAC/R Electrical Components	1	4	3
ACR 123	HVAC/R Electrical Components	1	4	3
ACR 147	Refrigerant Transition and Recovery Theory	3	0	3

ACR 148	Heat Pump Systems I	1	4	3
ACR 149	Heat Pump Systems II	1	4	3
TOTAL REQUIRED HOURS	11	32	27	

AUTOMOTIVE BODY REPAIR

LONG CERTIFICATE PROGRAM
49 CREDIT HOURS (ATMORE CAMPUS)
48 CREDIT HOURS (CORRECTIONAL SITE)

SHORT CERTIFICATE PROGRAM
24 CREDIT HOURS

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

LONG CERTIFICATE PROGRAM
49 CREDIT HOURS

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

COM 100	Introductory Technical English I	3	0	3
MAH 101	Introductory Mathematics I	2	2	3
REQUIRED (Atmore Campus Only):				
ORT 100	Orientation for Career Students	1	0	1
TOTAL REQUIRED HOURS	20	58	49	

SHORT CERTIFICATE PROGRAM
24 CREDIT HOURS

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
ABR 111 Non-Structural Repair	1	4	3
ABR 114 Non-Structural Panel Replacement	1	4	3
ABR 122 Surface Preparation	1	4	3
ABR 123 Paint Application and Equipment	1	4	3
ABR 154 Automotive Glass and Trim	1	4	3
ABR 156 Automotive Cutting and Welding	1	4	3
ABR 214 Automotive Structural Repair	1	4	3
ABR 265 Paint Defects and Final Repairs	1	4	3
TOTAL REQUIRED HOURS	8	32	24

ELECTIVES:			
ABR 213 Automotive Structural Analysis	1	4	3
ABR 255 Steering and Suspension	1	4	3

AUTOMOTIVE MECHANICS
(CORRECTIONAL SITE ONLY)

LONG CERTIFICATE 48 CREDIT HOURS
SHORT CERTIFICATE 24 CREDIT HOURS

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

**LONG CERTIFICATE PROGRAM
48 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
AUM 101 Fundamentals of Automotive Technology	1	4	3
AUM 112 Electrical Fundamentals	1	4	3
AUM 121 Braking Systems	1	4	3
AUM 122 Steering and Suspension	1	4	3
AUM 124 Automotive Engines	1	4	3
AUM 130 Drive Train and Axles	1	4	3
AUM 133 Motor Vehicle Air Conditioning	1	4	3
AUM 162 Electrical and Electronic Systems	1	4	3
AUM 220 Advanced Automotive Engines	1	4	3
AUM 224 Manual Transmission and Transaxle	1	4	3
AUM 230 Auto Transmission and Transaxle	1	4	3
AUM 239 Engine Performance	1	4	3
AUM 244 Engine Performance and Diagnostics	1	4	3
AUM 246 Automotive Emissions	1	4	3
GENERAL EDUCATION REQUIREMENTS:			
COM 100 Introductory Technical English I	3	0	3
MAH 101 Introductory Mathematics I	2	2	3
TOTAL REQUIRED HOURS	19	58	48

**SHORT CERTIFICATE PROGRAM
24 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
AUM 101 Fundamentals of Automotive Technology	1	4	3
AUM 112 Electrical Fundamentals	1	4	3
AUM 121 Braking Systems	1	4	3
AUM 122 Steering and Suspension	1	4	3
AUM 124 Automotive Engines	1	4	3
AUM 130 Drive Train and Axles	1	4	3
AUM 239 Engine Performance	1	4	3
AUM 246 Automotive Emissions	1	4	3
TOTAL REQUIRED HOURS	8	32	24

ELECTIVES:

AUM 133 Motor Vehicle Air Conditioning	1	4	3
AUM 230 Auto Transmission and Transaxle	1	4	3

**BARBERING
(CORRECTIONAL SITE ONLY)**

**SHORT CERTIFICATE PROGRAM
24 CREDIT HOURS**

The Barbering Program offers the student both theory and practical experience in all phases of hair cutting and styling, shampooing, massaging, facials, and scalp treatment. In addition to this background of knowledge and practical application, the student will be instructed in the ethics of barbering and the basic principles of barbershop management. In the Barbering Program, students learn the manipulative skills and scientific theories essential to getting and holding a job and meeting the requirements of today's standards for barbers.

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
BAR 110 Orientation to Barbering	3	0	3
BAR 111 Introduction to Barbering Lab	0	6	3
BAR 112 Science of Barbering	3	0	3
BAR 113 Fundamentals of Barbering			
BAR 114 Barber-Styling Lab I	0	6	3
BAR 115 Cutting and Styling Techniques	1	6	3
BAR 120 Properties of Chemistry	3	0	3
BAR 130 Marketing and Business Management	3	0	3
TOTAL REQUIRED HOURS	12	24	24

ELECTIVES:

BAR 140 Practicum I	0	4	2
BAR 141 Practicum II	0	4	2
BAR 181 Special Topics in Barbering	1	0	1

BUSINESS**SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS**

The Business Certificate introduces the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose and underlying functional areas: accounting, economics, and management. This program employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that you can use immediately.

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
BUS 100 Introduction to Business	3	0	3
BUS 150 Business Math	3	0	3
BUS 215 Business Communications	3	0	3
BUS 241 Principles of Accounting I	3	0	3
BUS 275 Principles of Management	3	0	3
CIS 146 Microcomputer Applications	3	0	3
ECO 231 Principles of Macroeconomics	3	0	3
ECO 232 Principles of Microeconomics	3	0	3
OAD 243 Spreadsheet Applications	3	0	3
TOTAL REQUIRED HOURS	27	0	27

**CABINETMAKING
(CORRECTIONAL SITE ONLY)****LONG CERTIFICATE 48 CREDIT HOURS
SHORT CERTIFICATE 24 CREDIT HOURS**

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

LONG CERTIFICATE PROGRAM**48 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
CAB 101 Introduction to Cabinetmaking	1	4	3
CAB 102 Introduction to Lumber and Wood Products	2	2	3
CAB 103 Sizes, Dimensions and Joints	1	4	3
CAB 104 Cabinet Shop Operations	3	0	3
CAB 110 Equipment Maintenance	1	4	3
CAB 140 Woodfinishing Fundamentals	1	4	3
CAB 145 Refinishing Furniture and Antiques	0	6	3
CAB 204 Cabinetmaking and Millwork	1	4	3
CAB 205 Furniture Construction	1	4	3
CAB 208 Special Projects in Furniture Construction	0	6	3
CAB 211 Cabinet Installation and Trim Work	1	4	3
CAB 230 Estimating Costs in Cabinetmaking	3	0	3
CAB 242 Special Finishes	1	4	3
CAB 260 Wood Turning I	1	4	3
GENERAL EDUCATION REQUIREMENTS:			
COM 100 Introductory Technical English I	3	0	3
MAH 101 Introductory Mathematics I	2	2	3
TOTAL REQUIRED HOURS	22	52	48

**SHORT CERTIFICATE PROGRAM
24 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
CAB 101 Introduction to Cabinetmaking	1	4	3
CAB 102 Introduction to Lumber and Wood Products	2	2	3
CAB 103 Sizes, Dimensions and Joints	1	4	3
CAB 110 Equipment Maintenance	1	4	3

CAB 140	Woodfinishing Fundamentals	1	4	3
CAB 204	Cabinetmaking and Millwork	1	4	3
CAB 211	Cabinet Installation and Trim Work	1	4	3
CAB 230	Estimating Costs in Cabinetmaking	3	0	3
TOTAL REQUIRED HOURS		11	26	24

**COMMERCIAL FOOD SERVICES
(CORRECTIONAL SITE ONLY)**

**LONG CERTIFICATE 49 CREDIT HOURS
SHORT CERTIFICATE 27 CREDIT HOURS**

CHEMICAL TECHNICIAN

**SHORT CERTIFICATE PROGRAM
26 CREDIT HOURS**

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

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
BUS 215	Business Communication	3	0 3
CHM 104	Introduction to Inorganic Chemistry	3	3 4
CHM 105	Introduction to Organic Chemistry	3	3 4
CHM 250	Directed Studies in Chemistry	2	0 2
CHM 250	Directed Studies in Chemistry	3	0 3
CHM 260	Sampling and Analysis	3	3 4
CIS 146	Microcomputer Applications	3	0 3
MTH 100	Intermediate College Algebra	3	0 3
TOTAL REQUIRED HRS.		23	9
26			

COURSE TITLE	THEORY	LAB	CR. HRS.
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REQUIRED COURSES:

CFS 101	Orientation to the Hospitality Profession	3	0	3
CFS 102	Catering	2	0	2
CFS 110	Basic Food Preparation	3	0	3
CFS 111	Foundations in Nutrition	3	0	3
CFS 112	Sanitation, Safety, and Food Service	2	0	2
CFS 113	Table Service	2	0	2
CFS 114	Meal Management	1	4	3
CFS 115	Advanced Food Preparation	1	4	3
CFS 120	Basic Food Preparation Lab	0	4	2
CFS 141	Food Production for Special Operations	1	4	3
CFS 182	Special Topics in Commercial Foods	0	6	3
CFS 199	Healthy Cooking	1	0	1
CFS 201	Meat Preparation and Processing	1	1	2
CFS 204	Foundations of Baking	1	4	3
CFS 213	Food Purchasing and Cost Control	3	0	3
CFS 251	Menu Design	2	0	2
CFS 299	Special Topics in Commercial Food Preparation	3	0	3

GENERAL EDUCATION REQUIREMENTS:

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

TOTAL REQUIRED HOURS	34	29	49
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**SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
CFS 101	Orientation to the Hospitality Profession	3	0 3
CFS 110	Basic Food Preparation	3	0 3
CFS 111	Foundations in Nutrition	3	0 3
CFS 112	Sanitation, Safety, and Food Service	2	0 2
CFS 115	Advanced Food Preparation	1	4 3
CFS 120	Basic Food Preparation Lab	0	4 2
CFS 182	Special Topics in Commercial Foods	0	6 3
CFS 201	Meat Preparation and Processing	1	1 2
CFS 204	Foundations of Baking	1	4 3
CFS 213	Food Purchasing and Cost Control	3	0 3
TOTAL REQUIRED HOURS	17	19	27

DRAFTING AND DESIGN TECHNOLOGY

**LONG CERTIFICATE 58 CREDIT HOURS
SHORT CERTIFICATE 27 CREDIT HOURS**

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

**LONG CERTIFICATE PROGRAM
58 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
DDT 104	Intro to Computer Aided Drafting and Design	1	4 3
DDT 111	Fundamentals of Drafting and Design Technology	1	4 3
DDT 124	Basic Technical		

DDT 127	Drawing	1	4	3
	Intermediate Computer Aided Drafting and Design 1		4	3
DDT 128	Intermediate Technical Drawing	1	4	3
REQUIRED: Choose 10 courses (30 Semester hours)				
DDT 117	Manufacturing Processes	3	0	3
DDT 125	Surface Development	1	4	3
DDT 130	Fundamentals of Drafting for Related Trades	3	0	3
DDT 131	Basic Machine Drafting	1	4	3
DDT 132	Basic Architectural Drafting	1	4	3
DDT 134	Descriptive Geometry	1	4	3
DDT 150	Theory of Residential Drawing and Design	3	0	3
DDT 212	Intermediate Architectural Drafting	1	4	3
DDT 220	Advanced Technical Drawing	1	4	3
DDT 222	Advanced Architectural Drafting	1	4	3
DDT 224	Structural Concrete Drafting	1	4	3
DDT 226	Technical Illustration	1	4	3
DDT 231	Advanced CAD	1	4	3
DDT 232	CAD Customization	1	4	3
DDT 233	Intermediate 3-D Modeling	1	4	3
DDT 234	3D Graphics and Animation	1	4	3
DDT 235	Specialized CAD	1	4	3
DDT 236	Design Project	1	4	3
DDT 237	Current Topics in CAD	1	4	3

GENERAL EDUCATION REQUIREMENTS:

ENG 101	English Composition I	3	0	3
*SPH107	Fundamentals of Public Speaking	3	0	3
CIS 146	Microcomputer Applications	3	0	3
MTH 100	Intermediate College Algebra or Higher level Math	3	0	3

REQUIRED:

ORI 101	Orientation to College	1	0	1
TOTAL REQUIRED HOURS		47	100	58

*NOTE: SPH 116 may be substituted for SPH 107

**SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
DDT 104	Intro to Computer Aided Drafting and Design	1	4 3
DDT 111	Fundamentals of Drafting		

DDT 124	and Design Technology	1	4	3	IET 111	DC Fundamentals	2	2	3
	Basic Technical Drawing	1	4	3	IET 122	Rotating Machinery and Controls	2	2	3
DDT 127	Intermediate Computer Aided Drafting and Design	1	4	3	IET 143	Principles of Electricity	2	2	3
DDT 128	Intermediate Technical Drawing	1	4	3	IET 231	Introduction to Programmable Logic Controllers	2	2	3
REQUIRED: Choose 4 courses (12 Semester Hrs.)					IET 232	Advanced Programmable Logic Controllers	2	2	3
DDT 117	Manufacturing Processes	3	0	3	ILT 108	Introduction to Instruments and Process Control	2	2	3
DDT 125	Surface Development	1	4	3	ILT 110	Advanced Industrial Process Control Technology	2	2	3
DDT 130	Fundamentals of Drafting for Related Trades	3	0	3	INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	2	2	3
DDT 131	Basic Machine Drafting	1	4	3	INT 218	Special Lab in Hydraulics and Pneumatics	0	4	2
DDT 132	Basic Architectural Drafting	1	4	3			18	22	29
DDT 134	Descriptive Geometry	1	4	3					
DDT 150	Theory of Residential Drawing and Design	3	0	3					
DDT 212	Intermediate Architectural Drafting	1	4	3					
DDT 220	Advanced Technical Drawing	1	4	3					
DDT 222	Advanced Architectural Drafting	1	4	3					
DDT 224	Structural Concrete Drafting	1	4	3					
DDT 226	Technical Illustration	1	4	3					
DDT 231	Advanced CAD	1	4	3					
DDT 232	CAD Customization	1	4	3					
DDT 233	Intermediate 3-D Modeling	1	4	3					
DDT 234	3D Graphics and Animation	1	4	3					
DDT 235	Specialized CAD	1	4	3					
DDT 236	Design Project	1	4	3					
DDT 237	Current Topics in CAD	1	4	3					
TOTAL REQUIRED HOURS		34	100	27					

INDUSTRIAL ENGINEERING TECHNOLOGY

SHORT CERTIFICATE PROGRAM 29 CREDIT HOURS

The Industrial Engineering Technology program offers entry level industrial maintenance technician training and includes courses in electricity, motor controls, programmable logic controllers, hydraulics and pneumatics, and process controls. Training is accomplished utilizing classroom theory and hands-on work experience with the latest equipment, techniques, and materials used in industry. Graduates will be eligible to work in a variety of businesses and industries, including heavy industry, chemical operations, automotive companies, and companies dealing with steel production, steel pipe manufacturing, airplane assembly and maintenance, and shipbuilding.

COURSE TITLE	THEORY	LAB	CR. HRS.
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REQUIRED COURSES:

ELT 212	Motor Controls II	2	2	3
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MASONRY

LONG CERTIFICATE PROGRAM 48 CREDIT HOURS (CORRECTIONAL SITE) 49 CREDIT HOURS (ATMORE CAMPUS)

SHORT CERTIFICATE PROGRAM 27 CREDIT HOURS

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

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

LONG CERTIFICATE PROGRAM 49 CREDIT HOURS (ATMORE CAMPUS) 48 CREDIT HOURS (CORRECTIONAL SITE)

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
MAS 111	Masonry Fundamentals	2	2
MAS 121	Brick/Block Masonry Fundamentals	1	4
MAS 131	Brick/Block Masonry		3

MAS 151	Fundamentals II Brick/Block Masonry	1	4	3
MAS 161	Fundamentals III Block Masonry Lab	1 0	4 6	3 3
MAS 162	Brick Masonry Lab	0	6	3
MAS 171	Residential/ Commercial Masonry	1	4	3
MAS 181	Special Topics in Masonry	1	4	3
MAS 182	Special Topics in Masonry	2	2	3
MAS 183	Special Topics in Masonry	0	6	3
MAS 211	Stone Masonry	1	4	3
MAS 251	Stone Masonry Lab	0	6	3
MAS 252	Fireplace Construction	0	6	3
MAS 253	Brick Arches Lab	0	6	3
GENERAL EDUCATION REQUIREMENTS:				
COM 100	Introductory Technical English I	3	0	3
MAH 101	Introductory Mathematics I	2	2	3
REQUIRED (ATMORE CAMPUS ONLY):				
ORT 100	Orientation for Career Students	1	0	1
TOTAL		16	66	49

SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
MAS 111	Masonry Fundamentals	2	2
MAS 121	Brick/Block Masonry Fundamentals	1	4
MAS 131	Brick/Block Masonry Fundamentals II	1	4
MAS 151	Brick/Block Masonry Fundamentals III	1	4
MAS 171	Residential/ Commercial Masonry	1	4
MAS 181	Special Topics in Masonry	1	4
MAS 182	Special Topics in Masonry	2	2
MAS 183	Special Topics in Masonry	0	6
MAS 211	Stone Masonry	1	4
TOTAL		10	34

OFFICE ADMINISTRATION

LONG CERTIFICATE PROGRAM
58 CREDIT HOURS

Today, more than ever, success in an office career demands a broad range of skills. This 58-hour certificate provides students with the education and training needed to adapt and grow in an ever-changing technological workforce.

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
ENG 101	English Composition I	3	0
*SPH107	Fundamentals of Public Speaking	3	0
CIS 146	Microcomputer Applications	3	0
	Mathematics, Natural Science, and Computer Science	3	0

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

OAD 103	Intermediate Keyboarding	3	0	3
OAD 104	Advanced Keyboarding	3	0	3
OAD 125	Word Processing	3	0	3
OAD 126	Advanced Word Processing	3	0	3
BUS 150	Business Math	3	0	3
OAD 130	Electronic Calculations	3	0	3
OAD 133	Business Communications or Business Communication	3	0	3
BUS 215	Financial Record Keeping or Principles of Accounting I	3	0	3
OAD 135	Principles of Accounting II	3	0	3
BUS 242	Advanced Financial Record Keeping or Principles of Accounting II	3	0	3
OAD 138	Records/Information Management	3	0	3
OAD 200	Machine Transcription	3	0	3
OAD 218	Office Procedures	3	0	3
OAD 243	Spreadsheet Applications	3	0	3

REQUIRED:

ORI 101	Orientation to College	1	0	1
TOTAL REQUIRED HOURS		58	0	58

***NOTE: SPH 116 may be substituted for SPH 107**

**SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
BUS 150 Business Math	3	0	3
BUS 215 Business Communications	3	0	3
BUS 241 Principles of Accounting I	3	0	3
CIS 146 Microcomputer Applications	3	0	3
OAD 101 Beginner Keyboarding	3	0	3
OAD 125 Word Processing	3	0	3
OAD 138 Records/Information Management	3	0	3
OAD 218 Office Procedures	3	0	3
OAD 243 Spreadsheet Applications	3	0	3
TOTAL REQUIRED HOURS	27	0	27

**SMALL ENGINE REPAIR
(CORRECTIONAL SITE ONLY)**

**SHORT CERTIFICATE PROGRAM
23 CREDIT HOURS**

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

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
SER 111 Fundamentals of Small Engine Repair	1	4	3
SER 112 Four-Stroke Cycle Engine	1	4	3
SER 114 Special Projects in Small Engine Repair	0	6	3
SER 115 Basic Small Engine Electrical Systems	1	4	3
SER 121 Two-Stroke Cycle Engine	1	4	3
SER 122 Engine Reconditioning	2	0	2
SER 123 Engine Reconditioning Lab	0	6	3
SER 124 Special Projects Lawn/Garden	0	6	3
TOTAL REQUIRED HOURS	6	34	23

ELECTIVES:

SER 113	4-Stroke Cycle Engine	0	6	3
SER 132	Lawn & Garden Equipment	1	4	3
SER 142	Chainsaws & String Trimmers	1	4	3

WELDING TECHNOLOGY

**LONG CERTIFICATE 49 CREDIT HOURS
SHORT CERTIFICATE 27 CREDIT HOURS**

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

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

**LONG CERTIFICATE PROGRAM
49 CREDIT HOURS (ATMORE CAMPUS)**

COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:			
WDT 108 SMAW Fillet/OFC	2	2	3
WDT 109 SMAW Fillet/ PAC/CAC	2	2	3
WDT 110 Industrial Blueprint Reading	3	0	3
WDT 119 Gas Metal Arc/Flux Cored Arc Welding	2	2	3
WDT 120 Shielded Metal Arc Welding Groove	2	2	3
WDT 122 SMAW Fillet/ OFC Lab	0	6	3
WDT 123 SMAW Fillet/ PAC/CAC Lab	0	6	3
WDT 124 Gas Metal Arc/ Flux Cored Arc Welding Lab	0	6	3
WDT 125 Shielded Metal Arc Welding Groove Lab	0	6	3
WDT 217 SMAW Carbon Pipe	1	4	3

WDT 221	Pipefitting and Fabrication	1	4	3
WDT 228	Gas Tungsten Arc Welding	2	2	3
WDT 257	SMAW Carbon Pipe Lab	0	6	3
WDT 268	Gas Tungsten Arc Welding Lab	0	6	3

GENERAL EDUCATION REQUIREMENTS:

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

REQUIRED (ATMORE CAMPUS ONLY):

ORT 100	Orientation for Career Students	1	0	1
TOTAL REQUIRED HRS.		21	56	49

ELECTIVES (ATMORE CAMPUS ONLY):

WDT 115	GTAW Carbon Pipe	3	0	3
WDT 116	GTAW Stainless Pipe	1	4	3
WDT 155	GTAW Carbon Pipe Lab	1	4	3
WDT 156	GTAW Stainless Pipe Lab	0	6	3
WDT 166	Flux Core Arc Welding	2	2	3
WDT 167	Flux Core Arc Welding Lab	0	6	3
WDT 218	Certification	1	4	3
WDT 258	Certification Lab	0	6	3

**SHORT CERTIFICATE PROGRAM
27 CREDIT HOURS**

	COURSE TITLE	THEORY	LAB	CR. HRS.
REQUIRED COURSES:				
WDT 108	SMAW Fillet/OFC	2	2	3
WDT 110	Industrial Blueprint Reading	3	0	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	2	2	3
WDT 120	Shielded Metal Arc Welding Groove	2	2	3
WDT 122	SMAW Fillet/ OFC Lab	0	6	3
WDT 124	Gas Metal Arc/ Flux Cored Arc Welding Lab	0	6	3
WDT 125	Shielded Metal Arc Welding Groove Lab	0	6	3
WDT 228	Gas Tungsten Arc Welding	2	2	3
WDT 268	Gas Tungsten Arc Welding Lab	0	6	3
TOTAL REQUIRED HRS.		11	32	27

ELECTIVES:

WDT 217	SMAW Carbon Pipe	1	4	3
WDT 257	SMAW Carbon Pipe Lab	0	6	3

ARTICULATED TRANSFER PROGRAMS

For information regarding Articulated Transfer Programs contact the Dean of Instruction's Office. For a complete list of Articulated Programs see page 41 of the College Catalog.

Correctional Education

Technical program courses are taught at the G.K. Fountain Correctional Center.

Adult education classes are taught at the Atmore Community Based Facility (Work Release/Pre-Release), G.K. Fountain Correctional Center, and Holman Correctional Center.

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

CORRECTIONAL EDUCATION POLICY

Institutions authorized by the State Board of Education to participate in correctional education may waive the payment of tuition, fees, and special costs for only one program completion per incarcerated student. No state funds shall be used to underwrite tuition, fees, and special costs for incarcerated students who enroll in a second program of study, excluding Adult Literacy and other remedial education courses.

After enrollment, only one program-to-program change per incarcerated student is permitted, excluding Adult Literacy and other remedial education courses.

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

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

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

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

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

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

Instructional Sites

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

- Adult Education and GED Classes
- Auto Body Repair
- Automotive Mechanics
- Barbering Cabinetmaking
- Commercial Food Service
- Masonry
- Workforce Plumbing
- Small Engine Repair
- Welding Technology
- Workforce Welding

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segregation and those under death sentence are also confined at this institution. Other custody inmates may be

confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

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

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

Adult Education and GED Classes

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

Evening Program

Jefferson Davis Community College provides educational courses for persons who wish to attend college in the evening. The evening program offers courses designed to meet the needs of those who wish to complete a certificate program.

Converting Contact Hours to Credit Hour Equivalencies

Semester Hour Credit

The State Board of Education requires institutions to operate on a semester system. Semester hours of credit are then based upon the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term. A variety of class meeting schedules that fall within this structure may be present within the institutions.

Credit Hour Equivalencies

A semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used. There are six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

Definitions

The definitions for each category/type of instruction are:

- Theory. Instruction focused on principles, concepts, or ideas. Generally requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. "Theory" instruction is the term which will be used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. "Theory" instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined.)
 - Experimental Laboratory. Instruction focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. "Work is normally completed in the learning environment, but may include out-of-class assignments such as practice and/or laboratory report writing. "Experimental laboratory" instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of "experimental" instruction as defined.) or 3:1 (one hour of credit for three hours of "experimental" instruction as defined.)
 - Practical Application Laboratory. Experience-based instruction focused on "real world" activities, albeit in a simulated environment for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program specific work products. A practical application laboratory is generally required in career and technical programs; requires limited out-of-class assignments per week; emphasis is in the use of equipment, tools, machines, etc. found within the lab environment. "Practical application laboratory" involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program. (One hour of credit for two or three hours of "practical application" instruction as defined.)
 - Clinical Practice. Experience-based instruction focused on "real world" activities, generally in healthcare or service occupation programs, offered in a "real world" environment, for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment, but may include out-of-class assignments. "Clinical Practice" is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of "clinical practice" instruction as defined.)
 - Preceptorship. P3 or P5. Advanced experience-based instruction, under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for students. The instructor must be readily available for consultation with the healthcare professionals. Ratio: 5:1 or 3:1 (one hour of credit for five hours or three hours of preceptorship instruction as defined.)
- NOTE: programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

Course Descriptions

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

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

EXAMPLES

ENG 101 ENGLISH COMPOSITION I 3*-0-0***-3******

This course provides instruction and practice in the writing of at least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. This course may include instruction and practice in library usage. Code A

ACR 111 REFRIGERATION PRINCIPLES 1*-2-3***-3******

This course covers the fundamentals of heating systems. Emphasis is placed on components, operations general service procedures, and basic installation procedures. Upon completion, students should be able to install and service gas and electric furnaces.

- * Theory weekly contact hours
** Experimental weekly contact hours
*** Manipulative weekly contact hours
**** Credit hours

The Alabama Community College System Course Description lists common course names, numbers, and descriptions used by all of Alabama's two-year colleges. Courses which may satisfy articulation agreements and may be used for transfer to state four-year colleges are noted with the following codes:

Code A- AGSC approved transfer courses in Areas I-IV that are common to all institutions.

Code B- Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

Code C- Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Some courses have prerequisites or co-requisites, which are listed. A prerequisite must be taken prior to registering for a course; a co-requisite must be taken concurrently with a course. In individual cases, prerequisites or co-requisites may be waived upon recommendation of the instructor and approval of the division chair.

Certain courses will not fulfill degree requirements. Always consult your advisor before registering for a course to ensure that the course meets your particular degree or certificate requirements.

ADULT LITERACY (ADL)

Institutional Credit*

ADL 020 MATH I **3-0-0-3***
Beginning math: teaches whole numbers, addition, subtraction, multiplication, and division. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 022 MATH III **3-0-0-3***
Primary focus is on computation of fractions. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 023 MATH IV	3-0-0-3*	ADL 033 READING IV	3-0-0-3*
Primary focus is on understanding word problems, with continuing review of previous math criteria. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.			This comprehensive reading course is designed to help readers improve basic comprehension, basic vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.
ADL 024 MATH V	3-0-0-3*	ADL 034 READING V	3-0-0-3*
Primary focus is on percent problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.			This continuing comprehensive reading course is designed to help readers improve basic comprehension, basic vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.
ADL 025 MATH VI	3-0-0-3*	ADL 035 READING VI	3-0-0-3*
Primary focus is on ratio and proportion/measurement. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.			This continuing elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. Post-testing is a qualifier at this level.
ADL 026 MATH VII	3-0-0-3*	ADL 036 READING VII	3-0-0-3*
Primary focus is on algebra with continuing attention to appropriate word problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.			This continuing elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. Post-testing is a continuing qualifier at this level.
ADL 027 MATH VIII	3-0-0-3*	ADL 037 READING VIII	3-0-0-3*
Primary focus is on geometry at the Pre-GED level with post-testing on all previous Math disciplines. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.			This final elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. At this level post-testing is a final qualifier for the state GED exam.
ADL 030 READING I	3-0-0-3*	ADL 040 LEARNING ABOUT CAREERS	3-0-0-3*
This basic reading course is designed to help introduce comprehension and understanding of basic words, their meanings, and spellings. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.			This course introduces students to the many career opportunities that exist in the world of work. Topics include the nature of work, specific job requirements and the impact of interest and aptitude on successful employment. Upon completion, each student will be able to summarize aspects of working including job requirements specific to various fields and the impact of one's aptitude and interest
ADL 031 READING II	3-0-0-3*		
This continuing basic reading course is designed to help readers improve their comprehension of basic words, their meanings, and spellings. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.			
ADL 032 READING III	3-0-0-3*		
This continuing basic reading course is designed to help readers improve their comprehension of words, vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.			

**ADL 041 PRE-EMPLOYMENT
TESTING****3-0-0-3***

This course covers the various types of pre-employment tests that job seekers may encounter. Topics will include employment aptitude tests, vocational interest inventories, and manual dexterity tests. Upon completion, students should be able to differentiate between aptitude tests, interest inventories, and tests of manual dexterity, and be able to explain the reasons for using each type of test.

ADL 042 JOB SEARCH**3-0-0-3***

This course covers the various obstacles that the student will encounter during the job-hunting phase. Topics that will be included are how to obtain an application and how to present oneself to the future employer. Upon completion, the student should know how to find a job and how to search the present day market.

**ADL 044 EMPLOYER/EMPLOYEE
EXPECTATIONS****3-0-0-3***

This course covers the expectations of the employer and the employee. Topics to be discussed include rate of pay, days off, insurance, vacation, job performance, missed days of work, and reliability. Upon completion, the student should know what to expect from his/her employer and what they can expect from the job.

ADL 045 SAFETY ON THE JOB**3-0-0-3***

This course introduces safety rules of various occupations. Topics include OSHA standards, reasons for job safety programs, and ways of protecting the environment. Upon completion, students should be able to defend the assertions that OSHA standards, job safety programs, and protecting the environment are important factors in every job.

ADL 046 MONEY MANAGEMENT**3-0-0-3***

This course is designed to explore personal income budgeting. Topics include writing checks, cash versus credit buying, taxes, insurance, and saving. Upon completion, students should be able to describe pertinent features of money management.

**ADL 047 JOB-RELATED
VOCABULARY****3-0-0-3***

This course introduces vocabulary specific to various careers. Topics include mechanical, electrical, automotive, structural, pavements, and other career fields' vocabularies. Upon completion, students should demonstrate a familiarity with career vocabulary terms.

**ADL 048 SPEAKING AND LISTENING
SKILLS****3-0-0-3***

This course provides a basic introduction to speaking and listening as tools of various occupations. Topics include attending, active listening, barriers to listening, receiver, message, sender, and feedback. Upon completion, students should comprehend that effective speaking and listening enhances job performance.

**ADL 049 INTRODUCTION TO REFERENCE
RESOURCES****3-0-0-3***

This course expands skills needed to use dictionaries, catalogs, directories, and indexes. Topics include using dictionaries, catalogs, directories, and indexes as tools for gathering information related to career requirements. Upon completion, students should be able to select reference resources most appropriate to search requirements.

**ADL 050 NEWS MEDIA IN
EVERYDAY LIFE****3-0-0-3***

This course explores various sources of news for use in occupational planning. Topics include printed, broadcast, and Internet resources for news. Upon completion, students should be able to describe typical sources of news and the types of information available in each.

**ADL 051 AN OVERVIEW OF
GEOGRAPHY****3-0-0-3***

This course introduces the vocabulary and skills needed to relate to one's surrounding, near and far. Topics include geographical terms used on maps and atlases, demographic concepts, and regional production characteristics. Students completing this course should be able to relate regional characteristics around the globe with products from such regions.

**ADL 052 UNDERSTANDING SIGNS
AND DIRECTIONS****3-0-0-3***

This course covers signage used in technical environments. Topics include directional, safety, lock-out tag-out signs and their meanings. Upon completion, students should be able to take appropriate action as dictated by signage.

**ADL 053 UNDERSTANDING
CONDENSED DATA****3-0-0-3***

This course presents a variety of charts, graphs, and tables for interpretation. Topics include work and transportation schedules, line and bar graphs, pie charts, and table of contents. Upon completion, students should be able to use condensed data to enhance vocational skills.

ADL 054 ESSENTIALS OF THE GOOD CUSTOMER**3-0-0-3***

This course explores customer supplier relations. Topics include the relationship of customer requirements to quality products. Upon completion, students should be able to explain how meeting customer requirements enhances business profits.

ADL 055 ESSENTIALS OF THE GOOD CITIZEN**3-0-0-3***

This course presents concepts from history, law, and government. Topics include citizens' responsibilities and privileges in a market driven society. Upon completion, students should be able to describe the opportunities and constraints facing citizens in a democracy.

ADL 056 BASIC WRITING**3-0-0-3***

This course is designed to meet the needs of students with writing deficiencies. Topics may include instruction in grammar, usage, mechanics, sentence structure, and paragraph development. Upon completion, using rules of grammar, students should be able to write paragraphs that start with a topic sentence and develop that topic with three or four complete sentences.

ADL 057 INTERMEDIATE WRITING**3-0-0-3***

This course is designed to meet the needs of students with moderate writing deficiencies. Topics include grammar, usage, mechanics, sentence structure, transitional tools, and paragraph development. Upon completion, students should be able to write a composition of three or more paragraphs developing a topic related to a technical occupation.

ADL 058 BASIC MATHEMATICS**3-0-0-3***

This developmental course constitutes a review of arithmetical principles and computations designed to help the student develop the mathematical proficiency necessary for selected curriculum entrance.

ADL 059 DEVELOPMENTAL ALGEBRA**3-0-0-3***

PREREQUISITE: Satisfactory math placement score. This developmental course is a review of algebra designed to help the student develop the mathematical proficiency for selected curriculum entrance.

ADL 060 BASIC GEOMETRY**3-0-0-3***

PREREQUISITE: ADL 059 or as required by program.

This course is designed for students who have no previous course in geometry or who need preparatory work in this area. Topics include fundamental

concepts of geometry such as: points, lines, planes, angles, circles, polygons, axioms, theorems, ratio and proportion, and measurement of lengths and areas.

ADL 061 DEVELOPMENTAL READING I**3-0-0-3***

This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

ADL 062 DEVELOPMENTAL READING II**3-0-0-3***

PREREQUISITE: ADL 061 or equivalent placement score.

This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

ADL 063 DEVELOPMENTAL READING III**3-0-0-3***

PREREQUISITE: ADL 062 or equivalent placement score.

This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

ADL 064 CAREER EXPLORATION**3-0-0-3***

This course is designed as an investigation of jobs or careers that students will be qualified for based on individual interests and abilities. Discussion and activities cover topics listed in the Guide for Occupational Exploration, the Dictionary of Occupational Titles, and the Occupational Outlook Handbook.

ADL 065 ORIENTATION TO COLLEGE**3-0-0-3***

This course provides an orientation to college for non-high school graduate enrollees. It includes an introduction to locating and using a wide variety of useful information about colleges in the Alabama two-year college system.

ADL 080 LANGUAGE USAGE I**3-0-0-3***

Beginning language; teaches phonics level language – the alphabet, phonetic sounds, basic word construction and pronunciations. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 081 LANGUAGE USAGE II**3-0-0-3***

Primary focus is continuation and completion of phonics level work and beginning work on basic level language usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-

pacing with tutorial assistance.

ADL 082 LANGUAGE USAGE III 3-0-0-3*
Primary focus is continuation and completion of basic level language usage, with concentration on sentence structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 083 LANGUAGE USAGE IV 3-0-0-3*
Primary focus is on intermediate level language usage with concentration on punctuation and correct use of punctuation in sentences. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 084 LANGUAGE USAGE V 3-0-0-3*
Primary focus is on continuation and completion of intermediate level language usage and beginning study of advanced level language usage with concentration on paragraph structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 085 LANGUAGE USAGE VI 3-0-0-3*
Primary focus is on continuation and completion of advanced level language usage with concentrated study on essay structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 086 TEST TAKING SKILLS I 3-0-0-3*
Primary focus is on continuation and completion of essay construction and beginning study of skills useful to test taking. All instructions and materials are at Pre-GED levels. Materials are geared for self-pacing with tutorial assistance.

ADL 087 TEST TAKING SKILLS II 3-0-0-3*
Primary focus is on continuation and completion of skills useful to test taking and final review and post-testing of all previous language disciplines. All instructions and materials are at Pre-GED levels. Materials are geared for self-pacing with tutorial assistance.

AIR CONDITIONING AND REFRIGERATION (ACR)

ACR 111 PRINCIPLES OF REFRIGERATION 1-4-0-3

PREREQUISITE: As required by program.
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and

application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

ACR 113 REFRIGERATION PIPING PRACTICES 1-4-0-3

PREREQUISITE: As required by program.
The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a CORE course.

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS 1-4-0-3

PREREQUISITE: As required by program.
This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR 1-4-0-3

PREREQUISITE: As required by program.
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.

ACR 122 HVACR ELECTRICAL CIRCUITS 1-4-0-3

PREREQUISITE: As required by program.
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a CORE course.

ACR 123 HVACR ELECTRICAL COMPONENTS 1-4-0-3

PREREQUISITE: As required by program.
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and

other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. This is a CORE course.

ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY 3-0-0-3

PREREQUISITE: As required by program.

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination.

ACR 148 HEAT PUMP SYSTEMS I 1-4-0-3

PREREQUISITE: As required by program.

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion, students will be able to install and service heat pumps in a wide variety of applications.

ACR 149 HEAT PUMP SYSTEMS II 1-4-0-3

PREREQUISITE: As required by program.

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion, students should be able to install and service heat pumps.

ART (ART)

ART 100 ART APPRECIATION 3-0-0-3

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art. Code A

ART 113 DRAWING I 0-6-0-3

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. Code B

ART 114 DRAWING II 0-6-0-3

PREREQUISITE: ART 113.

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon

completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. Code B

ART 121 TWO-DIMENSIONAL COMPOSITION I 0-6-0-3

PREREQUISITE: As required by program.

This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Code B

ART 122 TWO-DIMENSIONAL COMPOSITION II 0-6-0-3

PREREQUISITE: ART 121.

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Code B

ART 127 THREE-DIMENSIONAL COMPOSITION 0-6-0-3

PREREQUISITE: ART 113 or ART 121.

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms. Code B

ART 133 CERAMICS I 0-6-0-3

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate, through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics. Code C

ART 134 CERAMICS II 0-6-0-3

PREREQUISITE: ART 133.

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design, and the functional and

aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery. Code C

ART 173 PHOTOGRAPHY I 0-6-0-3

PREREQUISITE: As required by college.

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have knowledge of composition and history. Code C

ART 174 PHOTOGRAPHY II 0-6-0-3

PREREQUISITE: ART 173

This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process his/her creative and communication skills. Code C

ART 203 ART HISTORY I 3-0-0-3

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts. Code A

ART 204 ART HISTORY II 3-0-0-3

PREREQUISITE: None Required.

This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts. Code A

ART 231 WATERCOLOR PAINTING I 0-6-0-3

PREREQUISITE: ART 113, ART 121 or permission of instructor.

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in

handling the techniques of watercolor and how it can be used for personal expression. Code C

ART 232 WATERCOLOR II 0-6-0-3

PREREQUISITE: ART 231.

This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflect a personal awareness of the media's potential. Code C

ART 233 PAINTING I 0-6-0-3

PREREQUISITE: ART 113, ART 121, or permission of instructor.

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. Code B

ART 234 PAINTING II 0-6-0-3

PREREQUISITE: ART 233.

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. Code C

**ART 291 SUPERVISED STUDY IN
STUDIO ART 1 0-2/8-0-1/4**

PREREQUISITE: Permission of instructor.

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art. Code C

**ART 292 SUPERVISED STUDY IN
STUDIO ART II 0-2/8-0-1/4**

PREREQUISITE: ART 291 or permission of instructor.

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art. Code C

ART (HONORS)**ART 204 HONORS ART HISTORY II 3-0-0-3**

PREREQUISITE: None Required.

This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts. Students enrolled in Honors ART204 will be expected to master more challenging assignments and apply historical contexts in additional projects. Code A

AUTOMOTIVE BODY REPAIR (ABR)**ABR 111 NON-STRUCTURAL REPAIR 1-4-0-3**

Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials.

ABR 114 NON-STRUCTURAL PANEL REPLACEMENT 1-4-0-3

Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods.

ABR 122 SURFACE PREPARATION 1-4-0-3

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.

ABR 123 PAINT APPLICATION AND EQUIPMENT 1-4-0-3

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.

ABR 151 SAFETY AND ENVIRONMENTAL PRACTICES 1-4-0-3

This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. This is a CORE course.

ABR 154 AUTOMOTIVE GLASS AND TRIM 1-4-0-3

This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.

ABR 156 AUTOMOTIVE CUTTING AND WELDING 1-4-0-3

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS 1-4-0-3

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

ABR 214 AUTOMOTIVE STRUCTURAL REPAIR 1-4-0-3

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.

ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS 1-4-0-3

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.

ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS 1-4-0-3

This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.

ABR 255 STEERING AND SUSPENSION 1-4-0-3

This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.

**ABR 258 HEATING AND A/C IN
COLLISION REPAIR** 1-4-0-3

This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.

**ABR 265 PAINT DEFECTS AND FINAL
REPAIRS** 1-4-0-3

This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections.

**AUTOMOTIVE MECHANICS (AUM)
(CORRECTIONAL SITE ONLY)****AUM 101 FUNDAMENTALS OF AUTO-
MOTIVE TECHNOLOGY** 1-4-0-3

This course provides basic instruction in the fundamentals of automotive technology.

AUM 112 ELECTRICAL FUNDAMENTALS 1-4-0-3

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.

AUM 121 BRAKING SYSTEMS 1-4-0-3

PREREQUISITE: AUM 111 or instructor approval.

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

AUM 122 STEERING AND SUSPENSION 1-4-0-3

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

AUM 124 AUTOMOTIVE ENGINES 1-4-0-3

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

AUM 130 DRIVE TRAIN AND AXLES 1-4-0-3

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and

external operation relating to proper operation and drivability.

**AUM 133 MOTOR VEHICLE AIR
CONDITIONING** 1-4-0-3

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

**AUM 162 ELECTRICAL AND ELECTRONIC
SYSTEMS** 1-4-0-3

This is an intermediate course in automotive electrical systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.

**AUM 220 ADVANCED AUTOMOTIVE
ENGINES** 1-4-0-3

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

**AUM 224 MANUAL TRANSMISSION AND
TRANSAXLE** 1-4-0-3

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

**AUM 230 AUTO TRANSMISSION AND
TRANSAXLE** 1-4-0-3

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.

AUM 239 ENGINE PERFORMANCE 1-4-0-3

PREREQUISITE: AUM 111, AUM 211, or instructor approval.

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

AUM 244 ENGINE PERFORMANCE AND DIAGNOSTICS 1-4-0-3

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

AUM 246 AUTOMOTIVE EMISSIONS 1-4-0-3

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

**BARBERING (BAR)
(CORRECTIONAL SITE ONLY)**
BAR 110 ORIENTATION TO BARBERING 3-0-0-3

This course provides an orientation to professional barber-styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.

BAR 111 SCIENCE OF BARBERING 1-2-3-3

This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.

BAR 112 BACTERIOLOGY AND SANITATION 3-0-0-3

This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

BAR 113 BARBER-STYLING LAB 0-0-9-3

This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing, and haircutting. Upon completion, the student should be able to care for their implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision.

BAR 114 ADVANCED BARBER-STYLING LAB 0-0-9-3

This course provides the student with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, the student should be able to demonstrate on a model the correct procedures for a

facial massage and basic haircut.

BAR 115 HAIR CUTTING BASICS 1-2-6-4

This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.

BAR 120 PROPERTIES OF CHEMISTRY 3-0-0-3

This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.

BAR 130 MARKETING AND BUSINESS MANAGEMENT 3-0-0-3

This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon.

BAR 140 PRACTICUM 0-0-10-2

This course provides the student an opportunity to combine knowledge and skill covering all aspects of barbering-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should be able to function in a professional setting with very little assistance.

BAR 141 PRACTICUM 0-0-10-2

This course provides the student an additional opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should function in a professional setting as a productive employee or manager.

BAR 181-281 SPECIAL TOPICS IN BARBERING 0-6-0-3

These courses provide specialized instruction in various areas related to the barbering industry. Emphasis is placed on meeting student's needs.

BIOLOGY (BIO)**BIO 101 INTRODUCTION TO BIOLOGY I 3-2-0-4**

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required. Code A

BIO 102 INTRODUCTION TO BIOLOGY II 3-2-0-4

PREREQUISITE: BIO 101.

Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required. Code A.

BIO 103 PRINCIPLES OF BIOLOGY I 3-2-0-4

This is an introductory course for science and non-science majors. It covers physical, chemical and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required. Code A

BIO 104 PRINCIPLES OF BIOLOGY II 3-3-0-4

PREREQUISITE: BIO 103.

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. Code A

BIO 120 MEDICAL TERMINOLOGY 3-0-0-3

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required. Code C

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I 3-2-0-4

PREREQUISITE: BIO 103.

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of

chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. Code B

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II 3-2-0-4

PREREQUISITE: BIO 103 and BIO 201.

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. Code B

BIO 220 GENERAL MICROBIOLOGY 2-4-0-4

PREREQUISITE: BIO 103 or BIO 201.

RECOMMENDED: 4 semester hours of chemistry. This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required. Code B

BIOLOGY (HONORS)**BIO 103 HONORS PRINCIPLES OF BIOLOGY I 3-2-0-4**

This is an introductory course for honors science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and the protists. This Honor's class provides students with activities that are designed to enhance critical thinking skills using various methods which may include verbal debates, open discussions, question and answer sessions, and written essays of various contemporary biological topics. Students enrolled in Honors BIO 103 will be expected to complete a longer research paper with additional sources. A 120-minute laboratory is required. Code A

BUSINESS (BUS)		
BUS 100 INTRODUCTION TO BUSINESS	3-0-0-3	
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. Code C		
BUS 150 BUSINESSMATH	3-0-0-3	
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value. Code C		
BUS 186 ELEMENTS OF SUPERVISION	3-0-0-3	
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating. Code C		
BUS 190 MANAGEMENT WORKSHOP I	1/3-0-0-1/3	
This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C		
BUS 191 MANAGEMENT WORKSHOP II	1/3-0-0-1/3	
This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C		
BUS 192 MANAGEMENT WORKSHOP III	1/3-0-0-1/3	
This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C		
BUS 210 INTRODUCTION TO ACCOUNTING	3-0-0-3	
This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach. Code B		
BUS 215 BUSINESS COMMUNICATION	3-0-0-3	
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. Code C		
BUS 241 PRINCIPLES OF ACCOUNTING I	3-0-0-3	
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis. Code B		
BUS 242 PRINCIPLES OF ACCOUNTING II	3-0-0-3	
PREREQUISITE: BUS 241.		
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making. Code B		
BUS 248 MANAGERIAL ACCOUNTING	3-0-0-3	
PREREQUISITE: BUS 241 and BUS 242.		
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Code B		
BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3-0-0-3	
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property. Code B		
BUS 271 BUSINESS STATISTICS I	3-0-0-3	
PREREQUISITE: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.		
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification and presentation of data, statistical description and analysis of data, measures of central tendency and		

dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing. Code B

BUS 272 BUSINESS STATISTICS II 3-0-0-3

PREREQUISITE: BUS 271.

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi-square, analysis of variance, time series index numbers, and decision theory. Code B

BUS 275 PRINCIPLES OF MANAGEMENT 3-0-0-3

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Code B

BUS 276 HUMAN RESOURCE MANAGEMENT 3-0-0-3

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. Code C

BUS 279 SMALL BUSINESS MANAGEMENT 3-0-0-3

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. Code C

BUS 285 PRINCIPLES OF MARKETING 3-0-0-3

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. Code B

BUS 298 DIRECTED STUDIES I 1/3-0-0-1/3

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. Code C

**CABINETMAKING (CAB)
(CORRECTIONAL SITE ONLY)****CAB 101 INTRODUCTION TO CABINETMAKING 1-4-0-3**

This is a beginning woodworking course, which deals with basic materials and processes. Topics include

basic safety procedures while in the Cabinet shop, an introduction to the safe use of tools and equipment, basic measurement principles, wood products, cutting, and fastening. Upon course completion, students should be able to safely inspect and use shop equipment, measure, mark, and perform various types of cuts, and assemble a specified project.

CAB 102 INTRODUCTION TO LUMBER AND WOOD PRODUCTS 2-2-0-3

This is an introductory course to lumber, grades, sizes, characteristics and uses. Topics include the natural properties of trees, identification of various types of wood, the milling process, various defects found in wood, and how it is manufactured. Upon completion the students should be knowledgeable in the use of wood products for the production of cabinets and fine furniture.

CAB 103 SIZES, DIMENSIONS AND JOINTS 1-4-0-3

This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, jobs layouts, and patterns.

CAB 104 CABINET SHOP OPERATIONS 3-0-0-3

This course covers start up and general operation of a cabinet shop. Topics include shop organization, fire safety, financing, and tool acquisition. Upon completion, students should have basic knowledge of starting a custom cabinet shop.

CAB 110 EQUIPMENT MAINTENANCE 1-4-0-3

This is an introductory course to maintaining woodworking tools and equipment. Emphasis is on equipment inspection, cleaning and lubrication, as well as removing and replacing saw blades, jointer, shaper, and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment.

CAB 140 WOODFINISHING FUNDAMENTALS 1-4-0-3

This is an introductory woodfinishing course. Topics include sanding, filling, staining, brushing and spraying. Upon course completion, students should be able to perform basic woodfinishing procedures.

CAB 145 REFINISHING FURNITURE AND ANTIQUES 0-6-0-3

This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal

of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

CAB 181 SPECIAL TOPICS 0-6-0-3

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.

CAB 182 SPECIAL TOPICS 0-6-0-3

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.

CAB 183 SPECIAL TOPICS 0-6-0-3

This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.

CAB 204 CABINETMAKING AND MILLWORK 1-4-0-3

PREREQUISITE: CAB 102.

This course focuses on all aspects of cabinet millwork and construction. Topics include casework, frame and panel components, cabinet supports, doors, drawers, and cabinet and tabletops. Upon completion, students should be able to perform all functions necessary to construct basic cabinets.

CAB 205 FURNITURE CONSTRUCTION 1-4-0-3

PREREQUISITE: CAB 102.

This course covers design and construction of fine furniture. Emphasis is on the development of basic furniture construction skills, such as milling, joining, building jigs and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture.

CAB 208 SPECIAL PROJECTS IN FURNITURE CONSTRUCTION 0-6-0-3

This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.

CAB 211 CABINET INSTALLATION AND TRIM WORK 1-4-0-3

This course introduces students to cabinet installation and trim work. Emphasis is placed upon cabinet shipping and handling, cabinet and countertop installation, and trim work. Upon completion of the course, students should be able to explain proper cabinet handling procedures as well as the appropriate sequence and methods of installing kitchen and bathroom cabinets, and installing all appropriate trim work for the job.

CAB 230 ESTIMATING COSTS IN CABINETMAKING 3-0-0-3

PREREQUISITE: CAB 110.

This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials and labor and on the use of pertinent formulas. Upon course completion, students should be able to estimate costs of complete cabinetmaking projects.

CAB 242 SPECIAL FINISHES 1-4-0-3

PREREQUISITE: CAB 141.

This course is a continuation of CAB 141. Emphasis is on spraying and hand rubbing with lubricants. Upon course completion, students should be able to apply special finishes to wooden surfaces.

CAB 260 WOOD TURNING I 1-4-0-3

PREREQUISITE: CAB 205.

This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs.

CHEMISTRY (CHM)

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY 3-3-0-4

PREREQUISITE: MTH 098 or equivalent math placement score.

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math

operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. Code A

CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY 3-3-0-4

PREREQUISITE: CHM 104 or CHM 111.

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Code A

CHM 111 COLLEGE CHEMISTRY I 3-3-0-4

PREREQUISITE: MTH 112 or equivalent math placement score.

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Code A

CHM 112 COLLEGE CHEMISTRY II 3-3-0-4

PREREQUISITE: CHM 111.

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Code A

CHM 221 ORGANIC CHEMISTRY I 3-3-0-4

PREREQUISITE: CHM 112.

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction

mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Code B

CHM 222 ORGANIC CHEMISTRY II 3-3-0-4

PREREQUISITE: CHM 221.

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Code B

CHM 250 DIRECTED STUDIES IN CHEMISTRY 1/3-0-0-1/3

This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit. Code C

CHM 260 SAMPLING AND ANALYSIS 3-3-0-4

PREREQUISITE: CHM 105.

This course places emphasis on the methodology of sampling, analyzing, and interpreting results of hazardous materials. Topics will include industrial hygiene monitoring, testing, pH and moisture content, selecting analytical service laboratories, an introduction to chemical methods of analysis including spectroscopy and chromatography. Laboratory is required. Code C

**COMMERCIAL FOOD SERVICE (CFS)
(CORRECTIONAL SITE ONLY)**

CFS 101 ORIENTATION TO THE HOSPITALITY PROFESSION 3-0-0-3

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends.

CFS 102 CATERING**2-0-0-2**

This course includes the theory and practice of operating a catering business. Topic includes food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

CFS 110 BASIC FOOD PREPARATION 3-0-0-3

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items.

CFS 111 FOUNDATIONS IN NUTRITION 3-0-0-3

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.

CFS 112 SANITATION, SAFETY, AND FOOD SERVICE 2-0-0-2

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparing, and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe® certification. The content of this course is foundational for all culinary arts classes.

CFS 113 TABLE SERVICE 2-0-0-2

This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.

CFS 114 MEAL MANAGEMENT 1-4-0-3

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CFS 115 ADVANCED FOOD PREPARATION 1-4-0-3

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.

CFS 120 BASIC FOOD PREPARATION**LAB****0-4-0-2**

In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.

CFS 141 FOOD PRODUCTION FOR SPECIAL OPERATIONS 1-4-0-3

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CFS 182 SPECIAL TOPICS IN COMMERCIAL FOOD SERVICES 0-6-0-3

These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs.

CFS 199 HEALTHY COOKING 1-0-0-1

The student will become educated in the principles of sound nutrition for the prevention of disease. Basic principles of nutrition will be discussed along with practical aspects of nutrition which will be applied through cooking demonstrations by the instructor.

CFS 201 MEAT PREPARATION AND PROCESSING 1-0-3-2

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CFS 204 FOUNDATIONS OF BAKING 1-4-0-3

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and

cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CFS 213 FOOD PURCHASING AND COST CONTROL 3-0-0-3

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CFS 251 MENU DESIGN 2-0-0-2

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CFS 299 SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION 3-0-0-3

In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.

COMPUTER SCIENCE (CIS)

CIS 146 MICROCOMPUTER APPLICATIONS 3-0-0-3

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC³ certification. Code B

CIS 147 ADVANCED MICRO APPLICATIONS 3-0-0-3

PREREQUISITE: CIS 146.

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare

students for the MOS certification. Code B

CIS 207 INTRODUCTION TO WEB DEVELOPMENT 3-0-0-3

This course introduces basic Web page development techniques. Topics include HTML, scripting languages, and commercial software packages used in the development of Web pages. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Code C

CIS 212 VISUAL BASIC PROGRAMMING 3-0-0-3

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

CIS 251 C++ PROGRAMMING 3-0-0-3

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. Code B

CIS 268 SOFTWARE SUPPORT 3-0-0-3

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Code C

CIS 269 HARDWARE SUPPORT 3-0-0-3

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Code C

CIS 294 SPECIAL TOPICS 3-0-0-3

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. Code C

COMPUTER SCIENCE(HONORS)**CIS 146 HONORS MICROCOMPUTER APPLICATIONS 3-0-0-3**

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. Students enrolled in Honors CIS146 will be expected to master more challenging assignments and complete real world simulation projects. Students will be introduced to personal and business uses of social media including elements of blogs, Facebook, Twitter, LinkedIn, and Google+. Code B

CRIMINAL JUSTICE(CRJ)**CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE 3-0-0-3**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. Code B

CRJ 110 INTRODUCTION TO LAW ENFORCEMENT 3-0-0-3

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. Code B

CRJ 130 INTRODUCTION TO LAW AND JUDICIAL PROCESS 3-0-0-3

This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process. It includes an overview of state and federal court structure. Code C

CRJ 140 CRIMINAL LAW AND PROCEDURE 3-0-0-3

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered. Code C

CRJ 150 INTRODUCTION TO CORRECTIONS 3-0-0-3

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives

are considered. Code B

CRJ 178 NARCOTICS/DANGEROUS DRUGS 3-0-0-3

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed. Code C

CRJ 208 INTRODUCTION TO CRIMINOLOGY 3-0-0-3

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment. Code B

CRJ 209 JUVENILE DELINQUENCY 3-0-0-3

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. Code B

CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION 3-0-0-3

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. Code C

CRJ 220 CRIMINAL INVESTIGATION 3-0-0-3

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized. Code C

CRJ 239 ISSUES IN LAW ENFORCEMENT 3-0-0-3

This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided. Code C

CRJ 290 SELECTED TOPICS -SEMINAR IN CRIMINAL JUSTICE 1/3-0-0-1/3

This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head. Code C

DRAFTING AND DESIGN TECHNOLOGY (DDT)**DDT 104 INTRO TO COMPUTER AIDED DRAFTING AND DESIGN 1-4-0-3**

PREREQUISITE: As required by program.

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy. This is a CORE course.

DDT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY 1-4-0-3

PREREQUISITE: As required by program.

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, and drawing. This is a core course.

DDT 117 MANUFACTURING PROCESSES 3-0-0-3

PREREQUISITE: As required by program.

This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret materials specifications.

DDT 124 BASIC TECHNICAL DRAWING 1-4-0-3

PREREQUISITE: As required by program.

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. This is a CORE course.

DDT 125 SURFACE DEVELOPMENT 1-4-0-3

PREREQUISITE: As required by program.

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

DDT 127 INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN 1-4-0-3

PREREQUISITE: As required by program.

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. This is a CORE course.

DDT 128 INTERMEDIATE TECHNICAL DRAWING 1-4-0-3

PREREQUISITE: As required by program.

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. This is a CORE course.

DDT 130 FUNDAMENTALS OF DRAFTING FOR RELATED TRADES 3-0-0-3

PREREQUISITE: As required by program.

This course covers the theory for an overview of related trades drafting. Topics include civil, piping, electronic and welding drawings. Upon completion, students should be able to identify the basic information used to produce drawings related to these fields.

DDT 131 BASIC MACHINE DRAFTING 1-4-0-3

PREREQUISITE: As required by program.

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 BASIC ARCHITECTURAL DRAFTING 1-4-0-3

PREREQUISITE: As required by program.

This course includes basic terminology, concepts and principles of architectural design. Topics include design consideration, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings to specification.

DDT 134 DESCRIPTIVE GEOMETRY 1-4-0-3

PREREQUISITE: As required by program.

This course is designed to teach the fundamental concepts of descriptive geometry with an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection,

points and lines in space, auxiliary views, plan representation, intersecting, non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion students should be able to project and intersect points, lines, and planes with their relationships in space.

DDT 150 THEORY OF RESIDENTIAL DRAWING AND DESIGN 3-0-0-3

PREREQUISITE: As required by program.
This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, environment, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory and intermediate level topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING 1-4-0-3

PREREQUISITE: As required by program.
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 220 ADVANCED TECHNICAL DRAWING 1-4-0-3

PREREQUISITE: As required by program.
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

DDT 222 ADVANCED ARCHITECTURAL DRAFTING 1-4-0-3

PREREQUISITE: As required by program.
This third course in architectural design and the drafting continues with advanced architectural plans,

including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

DDT 224 STRUCTURAL CONCRETE DRAFTING 1-4-0-3

PREREQUISITE: As required by program.
This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to construction engineering and shop drawings of concrete beams, column, floor, rood, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

DDT 226 TECHNICAL ILLUSTRATION 1-4-0-3

PREREQUISITE: As required by program.
This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 231 ADVANCED CAD 1-4-0-3

PREREQUISITE: As required by program.
This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

DDT 232 CAD CUSTOMIZATION 2-2-0-3

PREREQUISITE: As required by program.
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the efficiency of the CAD operator.

DDT 233 INTERMEDIATE 3-D MODELING 1-4-0-3

PREREQUISITE: As required by program.

This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 234 3D GRAPHICS & ANIMATIONS 1-4-0-3

PREREQUISITE: DDT 104 or as required by program.

This course is designed to challenge the imagination of the student in a 3-dimensional problem-solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, and then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

DDT 235 SPECIALIZED CAD 1-4-0-3

PREREQUISITE: As required by program.

This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

DDT 236 DESIGN PROJECT 1-4-0-3

PREREQUISITE: As required by program.

This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. This course supports CIP code 15.1301.

DDT 237 CURRENT TOPICS IN CAD 1-4-0-3

PREREQUISITE: As required by program.

This course allows the student to plan, execute, and present results of individual projects relating to the Current topics in CAD. Emphasis is placed on attainment of skills related to changes in current CAD technology. The student will be able to demonstrate and apply competencies identified by the instructor. This course supports CIP code 15.1301.

ECONOMICS (ECO)**ECO 231 PRINCIPLES OF MACROECONOMICS** 3-0-0-3

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade. Code A

ECO 232 PRINCIPLES OF MICROECONOMICS 3-0-0-3

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and costs, markets, output and resource pricing, and international aspects of microeconomics. Code A

NOTE: These courses do not have to be taken in sequence.

ELECTRICAL TECHNOLOGY (ELT)**ELT 212 MOTOR CONTROLS II** 2-2-0-3

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ENGLISH NON-DEGREE (COM)**COM 100 INTRODUCTORY TECHNICAL ENGLISH I** 3-0-0-3

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

ENGLISH (ENG)**ENG 092 BASIC ENGLISH I** 3-0-0-3

PREREQUISITE: As required by program or appropriate placement score.

This course reviews basic writing and grammar

skills, emphasizing the process of composing sentences and paragraphs in Standard American English. Students demonstrate these skills chiefly through writing well-developed, sentences and paragraphs.

ENG 093 BASIC ENGLISH II 3-0-0-3

PREREQUISITE: ENG 092 or appropriate placement score.

This course reviews grammar conventions and composition skills, emphasizing varied sentence structures and coherence in the writing process. Students demonstrate these skills by writing well-developed paragraphs and essays using Standard American English.

ENG 101 ENGLISH COMPOSITION I 3-0-0-3

PREREQUISITE: Successful completion of ENG 093; or a score of 20 or better on the ACT (or equivalent SAT score); or appropriate placement score.

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Code A

ENG 102 ENGLISH COMPOSITION II 3-0-0-3

PREREQUISITE: A grade of "C" or better in ENG 101 or equivalent.

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. Code A

**ENG 130 TECHNICAL REPORT
WRITING 3-0-0-3**

PREREQUISITE: ENG 101 or the equivalent.

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format. Code C

ENG 246 CREATIVE WRITING I 3-0-0-3

PREREQUISITE: A grade of "C" or higher in ENG 101 or equivalent.

This course provides instruction and practice in the writing of critical analysis of imaginative forms of

literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. Code C

ENG 247 CREATIVE WRITING II 3-0-0-3

PREREQUISITE: ENG 246 or permission of the instructor.

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. Code C

ENG 248 CREATIVE WRITING III 3-0-0-3

PREREQUISITE: ENG 247 or permission of the instructor.

A continuation of ENG 247, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. Code C

ENG 249 CREATIVE WRITING IV 3-0-0-3

PREREQUISITE: ENG 248 or permission of the instructor.

A continuation of ENG 248, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. Code C

ENG 251 AMERICAN LITERATURE I 3-0-0-3

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 252 AMERICAN LITERATURE II 3-0-0-3

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of American Literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 261 ENGLISH LITERATURE I 3-0-0-3

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 262 ENGLISH LITERATURE II 3-0-0-3

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 271 WORLD LITERATURE I 3-0-0-3

PREREQUISITE: ENG 102 or equivalent.

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENG 272 WORLD LITERATURE II 3-0-0-3

PREREQUISITE: ENG 102 or equivalent.

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Code A

ENGLISH (HONORS)**ENG 101 HONORS ENGLISH COMPOSITION I 3-0-0-3**

PREREQUISITE: Successful completion of ENG093; a score of 20 or higher on the ACT (or equivalent SAT score); or appropriate placement score.

Honors English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Students enrolled in Honors English 101 will be expected to meet the additional requirements of an accelerated mini term format, higher level critical thinking assignments, written essays using more challenging modes and topics, and completion of a challenging individual research project, which includes a paper presentation. Code A

ENG 102 HONORS ENGLISH COMPOSITION II 3-0-0-3

PREREQUISITE: A grade of "C" or better in Honors ENG 101 or equivalent.

Honors English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, Honors English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. Honors English Composition II may include instruction and practice in library usage. Students enrolled in Honors English 102 will be expected to meet the additional requirements of an accelerated mini term format, more challenging reading assignments, higher level of critical thinking and analysis on written essays, and completion of the Honors 102 Class Research Project consisting of an individual research paper, which will contribute to the class presentation of the chosen topic. Code A

ENG 271 HONORS WORLD LITERATURE I**3-0-0-3**

PREREQUISITE: Honors ENG 102 or equivalent. This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Students enrolled in Honors English 271 will be expected to meet the additional requirements of an accelerated mini term format, more challenging reading assignments, and completion of a longer research paper, using more sources. Code A

ENG 272 HONORS WORLD LITERATURE II**3-0-0-3**

PREREQUISITE: Honors ENG 102 or equivalent. This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Students enrolled in Honors English 272 will be expected to meet the additional requirements of an accelerated mini term format, more challenging reading assignments, and completion of a longer research paper, using more sources. Code A

HEALTH EDUCATION (HED)**HED 199 ECOLOGICAL APPROACH TO HEALTH AND FITNESS****3-0-0-3**

This course examines a myriad of factors influencing health and fitness behavior. Intrapersonal, Interpersonal, institutional, community, and public policy factors are examined. Code C

HED 221 PERSONAL HEALTH**3-0-0-3**

PREREQUISITE: As required by program. This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death, and dying. Code B

HED 224 PERSONAL AND COMMUNITY HEALTH**3-0-0-3**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. Code B

HED 226 WELLNESS**3-0-0-3**

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment, and (5) retesting. Code C

HED 231 FIRST AID**3-0-0-3**

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training is also included. Code B

HED 232 CARE AND PREVENTION OF ATHLETIC INJURIES**3-0-0-3**

This course provides a study of specific athletic injuries, their treatment, and preventive measures. Code C

HED 266 INTRODUCTION TO HEALTH OCCUPATIONS**3-0-0-3**

PREREQUISITE: As required by program. This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled. Code C

HED 277 CPR RECERTIFICATION**1-0-0-1**

In this course, instruction and review of updated information concerning Cardio Pulmonary Resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association. Code C

HED 299 SPECIAL TOPICS IN HEALTH EDUCATION**1/3-0-0-1/3**

PREREQUISITE: As required by program. This course will permit the student to focus on, examine, and address current specific issues and topics in the general area of health and disease. Topics covered will vary and this course may be repeated for credit.

HISTORY (HIS)**HIS 101 HISTORY OF
WESTERN CIVILIZATION I 3-0-0-3**

This course is a survey of social, cultural, economic, and political developments, which have molded the modern Western world. It covers the ancient world through the era of the Renaissance and Reformation. Code A

**HIS 102 HISTORY OF
WESTERN CIVILIZATION II 3-0-0-3**

This course is a survey of social, cultural, economic, and political developments, which have molded the modern Western world. It covers the development of the modern Western world from the era of world exploration to the present. Code A

HIS 121 WORLD HISTORY I 3-0-0-3

This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. Code A

HIS 122 WORLD HISTORY II 3-0-0-3

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. Code A

HIS 201 UNITED STATES HISTORY I 3-0-0-3

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Code A

**HIS 202 UNITED STATES
HISTORY II 3-0-0-3**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. Code A

HISTORY HONORS**HIS 101 HONORS HISTORY OF
WESTERN CIVILIZATION I 3-0-0-3**

This course is a survey of social, cultural, economic, and political developments, which have molded the modern Western world. It covers the ancient world through the era of the Renaissance and Reformation. Students enrolled in Honors HIS101 are required to complete challenging reading and composition assignments, to actively participate in class discussions, and to work cooperatively to complete activities and projects in and out of the classroom setting. The small course environment of Honors HIS101 allows for more variety in both delivery and evaluation methods and provides more opportunity for student involvement.

Code A

**HIS 102 HONORS HISTORY OF WESTERN
CIVILIZATION II**

This course is a survey of social, cultural, economic, and political developments, which have molded the modern Western world. It covers the development of the modern Western world from the era of world exploration to the present. Students enrolled in Honors HIS102 are required to complete challenging reading and composition assignments, to actively participate in class discussions, and to work cooperatively to complete activities and projects in and out of the classroom setting. The small course environment of Honors HIS 102 allows for more variety in both delivery and evaluation methods and provides more opportunity for student involvement. Code A

HUMANITIES (HUM)**HUM 100 HUMANITIES FORUM 1-0-0-1**

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of humanities. The course may be repeated for credit. Code C

**HUM 101 INTRODUCTION TO
HUMANITIES I 3-0-0-3**

PREREQUISITE: As required by program.
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. Code A

**HUM 102 INTRODUCTION TO
HUMANITIES II 3-0-0-3**

PREREQUISITE: As required by program.
This course is a continuation of HUM 101. Code A

**HUM 120 INTERNATIONAL STUDIES 1/3-0-0-1/3
IN (NAME OF COUNTRY)**

This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit. Code C

INDUSTRIAL ELECTRONICS TECHNOLOGY (ILT)**ILT 108 INTRODUCTION TO INSTRUMENTS
AND PROCESS CONTROL 2-2-0-3**

PREREQUISITE: As required by program.
This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course

also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

ILT 110 ADVANCED INDUSTRIAL PROCESS CONTROL TECHNOLOGY 2-2-0-3

This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

INDUSTRIAL ENGINEERING TECHNOLOGY (IET)

IET 111 DC FUNDAMENTALS 2-2-0-3

PREREQUISITE: As required by program.

This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors. And insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

IET 122 ROTATING MACHINERY AND CONTROLS 2-2-0-3

PREREQUISITE: As required by program.

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This is a CORE course. This course can serve as a suitable substitute for ETC 108.

IET 143 PRINCIPLES OF ELECTRICITY

2-2-0-3

PREREQUISITE: As required by program.

This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

IET 231 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

2-2-0-3

PREREQUISITE: As required by program.

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

IET 232 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS 2-2-0-3

PREREQUISITE: As required by program.

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

INT 118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS 2-2-0-3

PREREQUISITE: As required by program.

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the

application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.

**INT 218 SPECIAL LAB IN HYDRAULICS
AND PNEUMATICS 0-4-0-2**

PREREQUISITE: Permission of instructor.

This course provides specialized instruction in various areas related to Hydraulics and Pneumatics. Emphasis is placed on meeting students' needs.

INTERDISCIPLINARY STUDIES (IDS/IDH)

IDS 114 INTERDISCIPLINARY SEMINAR: CURRENT TOPICS IN HUMAN CONCERNS 1/2-0-0-1/2

This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information, as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit.

Code C

IDH 208 CREATIVE FORCES IN THE MODERN WORLD 3-0-0-3

PREREQUISITE: ENG 102 or higher

This course is an interdisciplinary study of the major ideas in literature, philosophy, art, and music from the 1880's to the present. Emphasis is given to literature, and there is a strong writing component. Code A

This course satisfies a humanities requirement in the General Education Core.

IDS 299 DIRECTED STUDIES IN LEADERSHIP 1/2-0-0-1/2

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit. Code C

MASONRY (MAS)

MAS 111 MASONRY FUNDAMENTALS 2-2-0-3

This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, the students

should have a general knowledge of masonry.

MAS 121 BRICK/BLOCK MASONRY FUNDAMENTALS 1-4-0-3

This course is designed to provide the student with basic fundamental skills for working with brick and block. Emphasis is placed on the importance of proper work site set up, dry bonding, head and bed joints, leveling, plumbing, and straight edging. Upon completion the students should have requisite skills meeting entry level standards.

MAS 131 BRICK/BLOCK MASONRY FUNDAMENTALS II 1-4-0-3

This course is designed to provide the student with a working knowledge of laying bricks and blocks. Emphasis is placed on set up, layout, building corners, and laying to the line. Upon completion the students should have entry level skills in brick and block masonry.

MAS 151 BRICK/BLOCK MASONRY FUNDAMENTALS III 1-4-0-3

This course is designed to provide the student with a working knowledge of the various methods of laying bricks and blocks. Emphasis is placed on hanging a speed pole, layout, building corners, and laying to a line. Upon completion the students should have entry level skills in basic bonds, tooling and finishing joints, tooling corners, and cutting masonry units.

MAS 161 BLOCK MASONRY LAB 0-0-6-3

This course provides practical application of block laying techniques. Emphasis is placed on developing skill in laying block, constructing and reinforcing walls, joints, and sample panels. Upon completion, the student should be able to construct block walls to entry-level standards.

MAS 162 BRICK MASONRY LAB 0-0-6-3

This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skill in laying brick, constructing and reinforcing walls, joints, and sample panels. Upon completion, the student should be able to construct brick walls to entry-level standards.

MAS 171 RESIDENTIAL/ COMMERCIAL MASONRY 1-4-0-3

This course provides application of residential and commercial techniques for reading plans, estimating costs, and constructing composite walls. Emphasis is placed on estimating material and labor cost based on specifications contained in working drawings or blueprints and on bonding composite walls. Upon completion, the student should be able to demonstrate entry level skills in print reading and

cost estimation as well as composite wall construction and bonding.

MAS 181 SPECIAL TOPICS IN MASONRY 1-4-0-3

This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting the students' needs.

MAS 182 SPECIAL TOPICS IN MASONRY 2-2-0-3

This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 183 SPECIAL TOPICS IN MASONRY 0-0-6-3

This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 211 STONE MASONRY 1-4-0-3

This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques, moisture control, wall supports, joints, coping, sample panels, and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics.

MAS 251 STONE MASONRY LAB 0-6-0-3

This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures and brick arches. Emphasis is placed on developing skills in performing these techniques. Upon completion, students should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards.

MAS 252 FIREPLACE CONSTRUCTION 0-6-0-3

This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct a variety of fireplaces to entry-level standards.

MAS 253 BRICK ARCHES LAB 0-6-0-3

This course provides practical application of techniques of constructing brick arches and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to

construct brick arches and other decorative masonry techniques to entry-level standards.

MATHEMATICS NON-DEGREE (MAH)

MAH 101 INTRODUCTORY MATHEMATICS I 2-2-0-3

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study.

MATHEMATICS (MTH)

MTH 080 MATHEMATICS LABORATORY 1-0-0-1

PREREQUISITE: As required by program.
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of students.

MTH 090 BASIC MATHEMATICS

PREREQUISITE: As required by program or appropriate placement score.
The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course students are expected to be able to perform basic mathematical operations. NCA

MTH 091 DEVELOPMENTAL ALGEBRA I 3-0-0-3

PREREQUISITE: Appropriate mathematics placement score. This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Elementary Algebra (MTH 098).

MTH 098 ELEMENTARY ALGEBRA 3-0-0-3

PREREQUISITE: MTH090 or appropriate mathematics placement score. This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, and graphing in two variables. NCA

MTH 100 INTERMEDIATE COLLEGE**ALGEBRA 3-0-0-3**

PREREQUISITE: A grade of "C" in MTH 098 or appropriate mathematics placement score. This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirements for mathematics. Code B

MTH 110 FINITE MATHEMATICS 3-0-0-3

PREREQUISITE: All core mathematics courses in Alabama must have a minimum PREREQUISITE high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher ("S" if taken as pass/fail) Intermediate College Algebra. This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce or mathematics (i.e. students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications. Code A

MTH 112 PRECALCULUS ALGEBRA 3-0-0-3

PREREQUISITE: All core mathematics courses in Alabama must have a minimum PREREQUISITE high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher ("S" if taken as pass/fail) Intermediate College Algebra. This course emphasizes the algebra of functions- including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. Code A

MTH 115 PRECALCULUS ALGEBRA & TRIGONOMETRY 4-0-0-4

PREREQUISITE: A minimum PREREQUISITE of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher ("S" if taken as pass/fail) MTH 100 and receive permission from the

department chairperson.

This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Code A

MTH 125 CALCULUS I 4-0-0-4

PREREQUISITE: A minimum PREREQUISITE of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 115. This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. Code A

MTH 126 CALCULUS II 4-0-0-4

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternate to this is that the student should successfully pass with a "C" or higher MTH 125. This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. Code A

MTH 227 CALCULUS III 4-0-0-4

PREREQUISITE: MTH 126. This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem). Code A

MTH 231 MATH FOR THE ELEMENTARY TEACHER I 3-0-0-3

This course is designed to provide appropriate insights into mathematics for students majoring in

elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied, as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. Code B

**MTH 232 MATH FOR THE ELEMENTARY
TEACHER II** 3-0-0-3

PREREQUISITE: MTH 231.

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students will also demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. Code B

**MTH 233 MATH FOR THE ELEMENTARY
TEACHER III** 3-0-0-3

PREREQUISITE: MTH 232.

This course is the third of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include concepts for plane and solid geometry. Emphasis is on linear measurement, as well as fundamental concepts of geometry dealing with lines, angles, triangles, polygons, and solids. The metric system is used for measurement through the course. The use of manipulatives and calculators in the teaching and learning process is emphasized. Upon completion, students will be given exams to test for mathematical proficiency and the learning of teaching concepts. Additionally, students will also demonstrate teaching techniques by preparing a lesson and teaching it to the class for their final exam grade. Code C

MTH 237 LINEAR ALGEBRA 3-0-0-3

PREREQUISITE: MTH 126.

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. Code A

**MTH 238 APPLIED DIFFERENTIAL
EQUATIONS I** 3-0-0-3

PREREQUISITE: MTH 227.

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; and the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. Code A

MTH 265 ELEMENTARY STATISTICS 3-0-0-3

PREREQUISITE: MTH 100 or appropriate mathematics placement score.

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included. Code B

MUSIC (MUS)

MUS 101 MUSIC APPRECIATION 3-0-0-3

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style

and structure in music. Code A

ASSOCIATE DEGREE NURSING R.N. (NUR)

Note: The four numbers on the right indicate theory contact hours (1:1), lab contact hours (3:1), clinical contact hours (3:1), and total credit hours.

NUR 102 FUNDAMENTALS OF NURSING **3-2-1-6**

PREREQUISITE: BIO 103 or BIO 103 waiver. NOTE: Only required if student is taking BIO 201 and 202 sequence.

COREQUISITES: NUR 103, NUR 104, BIO 201, MTH 100 (or higher level).

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course, students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

NUR 103 HEALTH ASSESSMENT **0-1-0-1**

PREREQUISITE: BIO 103 or BIO 103 waiver. NOTE: Only required if student is taking BIO 201 and 202 sequence.

COREQUISITE: NUR 102, NUR 104, BIO 201, MTH 100 (or higher level).

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

NUR 104 INTRODUCTION TO PHARMACOLOGY **0-1-0-1**

PREREQUISITE: BIO 103 or BIO 103 waiver. NOTE:

Only required if student is taking BIO 201 and 202 sequences.

COREQUISITES: NUR 102, NUR 103, BIO 201, MTH 100 (or higher level).

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR 105 ADULT NURSING **5-1-2-8**

PREREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201, MTH 100 (or higher level).

COREQUISITES: NUR 106, ENG 101, BIO 202.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculo-skeletal, gastro-intestinal, cardiovascular and endocrine systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 106 MATERNAL AND CHILD NURSING **4-0-1-5**

PREREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201, MTH 100 (or higher level).

COREQUISITES: NUR 105, ENG 101, BIO 202.

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course, students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

NUR 112 FUNDAMENTAL CONCEPTS OF NURSING **4-2-1-7**

PREREQUISITE: Admission to the program

COREQUISITES: BIO 201, MTH 100 or higher

This course provides foundational knowledge of nursing concepts and incorporates clinical decision making to provide evidence based nursing care. Content includes

but is not limited to: nursing domain, health care domain, individual domain, assessment, and pharmacological concepts.

NUR 113 NURSING CONCEPTS I 4-1-3-8

PREREQUISITE: NUR 112, BIO 201, MTH 100 or higher

COREQUISITES: BIO 202, ENG 101, PSY 210

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

NUR 114 NURSING CONCEPTS II 5-0-3-8

PREREQUISITE: NUR 112, BIO 201, MTH 100 or higher, BIO 202, ENG 101, PSY 210, NUR113

COREQUISITES: NUR 115, SPH 106 or 107

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

NUR 115 EVIDENCE BASED CLINICAL REASONING 1-0-1-2

PREREQUISITE: NUR 112, BIO 201, MTH 100 or higher, BIO 202, ENG 101, PSY 210, NUR113

COREQUISITES: NUR 114, SPH 106 or 107

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

NUR 201 NURSING THROUGH THE LIFESPAN I 3-0-2-5

PREREQUISITE: NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, BIO 201, BIO 202, ENG 101, MTH 100 (or higher level).

COREQUISITES: BIO 220, PSY 200.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

integrated.

NUR 202 NURSING THROUGH THE LIFESPAN II 3-0-3-6

PREREQUISITES: NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 201, BIO 201, BIO 202, BIO 220, ENG 101, MTH 100 (or higher level), PSY 200.

COREQUISITES: PSY 210, SPH 106, SPH 107 or SPH 116.

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 203 NURSING THROUGH THE LIFESPAN III 4-0-2-6

PREREQUISITES: NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 201, NUR 202, BIO 201, BIO 202, BIO 220, ENG 101, MTH 100 (or higher level), PSY 200, PSY 210, SPH 106, SPH 107, or SPH 116.

COREQUISITES: NUR 204, Humanities elective. This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE 2-0-2-4

PREREQUISITES: NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 201, NUR 202, BIO 201, BIO 202, BIO 220, ENG 101, MTH 100 (or higher level), PSY 200, PSY 210, SPH 106, SPH 107, or SPH 116.

COREQUISITES: NUR 203, Humanities elective.

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for

registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

NUR209 CONCEPTS FOR HEALTCARE

TRANSITION STUDENTS 6-1-3-9

PREREQUISITE: BIO 201, BIO 202, MTH 100 or higher, ENG 101, PSY 210, SPH 106 or 107 - Speech

COREQUISITES: None

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

NUR 211 ADVANCED NURSING

CONCEPTS 4-0-3-7

PREREQUISITE: BIO 201, BIO 202, ENG 101, MTH 100 or higher, PSY 210, SPH 106 or 107 – Speech,

NUR 112, NUR113, NUR 114, NUR 115, NUR 209

COREQUISITES: BIO 220

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

NUR 221 ADVANCED EVIDENCE BASED

CLINICAL REASONING 3-0-4-7

PREREQUISITE: BIO 201, BIO 202, BIO 220, ENG 101, MTH 100 or higher, PSY 210, SPH 106 or 107

NUR 112, NUR113, NUR 114, NUR 115, NUR 209, NUR 211

COREQUISITES: Humanities Elective

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism and healthcare delivery systems.

OFFICE ADMINISTRATION (OAD)**OAD 100 INTRO TO KEYBOARDING AND TECHNOLOGY 3-0-0-3**

This course is designed to enable the student to develop touch keyboarding skills for efficient use of microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills. Code C

OAD 101 BEGINNING KEYBOARDING 3-0-0-3

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc. Code C

OAD 103 INTERMEDIATE KEYBOARDING 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. Code C

OAD 104 ADVANCED KEYBOARDING 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. Code C

OAD 110 COMPUTER NAVIGATION 3-0-0-3

This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of

hardware and software as defined by the course syllabus. Code C

OAD 125 WORD PROCESSING 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. Code C

OAD 126 ADVANCED WORD PROCESSING 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Code C

OAD 130 ELECTRONIC CALCULATIONS 3-0-0-3

This course is designed to give students a job-level competency in using the ten-key touch method and develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion students will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy. Code C

OAD 133 BUSINESS COMMUNICATIONS 3-0-0-3

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. Code C

OAD 135 FINANCIAL RECORD KEEPING 3-0-0-3

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. Code C

OAD 136 ADVANCED FINANCIAL RECORD KEEPING 3-0-0-3

PREREQUISITE: As required by program.

This course focuses on in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information. Code C

OAD 137 COMPUTERIZED FINANCIAL RECORD KEEPING 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data. Code C

OAD 138 RECORDS/INFORMATION MANAGEMENT 3-0-0-3

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Code C

OAD 200 MACHINE TRANSCRIPTION 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. Code C

OAD 202 LEGAL TRANSCRIPTION 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. Code C

OAD 203 LEGAL OFFICE PROCEDURES 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. Code C

OAD 212 MEDICAL TRANSCRIPTION 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Code C

OAD 213 ADVANCED MEDICAL TRANSCRIPTION 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to develop skill in medical transcription. Emphasis is on diagnostic studies, laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment. Code C

OAD 214 MEDICAL OFFICE PROCEDURES 3-0-0-3

PREREQUISITE: As required by program.

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Code C

OAD 218 OFFICE PROCEDURES 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Code C

OAD 230 COMPUTERIZED DESKTOP PUBLISHING 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. Code C

OAD 232 THE COMPUTERIZED OFFICE 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

Code C

OAD 243 SPREADSHEET APPLICATIONS 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises.

Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. Code C

OAD 244 DATABASE APPLICATIONS 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports. Code C

OAD 246 OFFICE GRAPHICS AND PRESENTATIONS 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. Code C

OAD 247 SPECIAL PROJECTS 3-0-0-3

PREREQUISITE: As required by program.

This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research, or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and skill gained through an individualized project. Code C

ORIENTATION (ORI & ORT)**ORI 101 ORIENTATION TO COLLEGE 1-0-0-1**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. Code C

ORT 100 ORIENTATION FOR CAREER STUDENTS 1-0-0-1

This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application procedures, and employment interviewing techniques. Code C

PHILOSOPHY (PHL)**PHL 106 INTRODUCTION TO PHILOSOPHY 3-0-0-3**

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era. Code A

PHL 206 ETHICS AND SOCIETY 3-0-0-3

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. Code A

PHYSICAL EDUCATION (PED)**PED 103 WEIGHT TRAINING (BEGINNING) 0-0-2-1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. Code C

PED 104 WEIGHT TRAINING (INTERMEDIATE) 0-0-2-1

This course covers advanced levels of weight training. Emphasis is placed on meeting individual

training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Code C

PED 106 AEROBICS 0-0-2-1

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. Code C

PED 109 JOGGING 0-0-2-1

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. Code C

PED 118 GENERAL CONDITIONING (BEGINNING) 0-0-2-1

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. Code C

PED 119 GENERAL CONDITIONING (BEGINNING) 0-0-2-1

PREREQUISITE: PED 118 or permission of instructor. This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. Code C

PED 171 BASKETBALL (BEGINNING) 0-0-2-1

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. Code C

PED 172 BASKETBALL 0-0-2-1

PREREQUISITE: PED 171 or permission of instructor. This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. Code C

PED 176 VOLLEYBALL (BEGINNING) 0-0-2-1

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. Code C

PED 177 VOLLEYBALL (INTERMEDIATE) 0-0-2-1

PREREQUISITE: PED 176 or permission of instructor.

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Code C

PED 200 FOUNDATIONS OF PHYSICAL EDUCATION 3-0-0-3

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. Code B

PED 251 VARSITY BASKETBALL 0-0-2-**1* PED 252 VARSITY BASEBALL 0-0-2-**

1*

PED 254 VARSITY SOFTBALL 0-0-2-1***PED 257 VARSITY CHEERLEADING 0-0-2-1*****PED 258 VARSITY VOLLEYBALL 0-0-2-1***

*Varsity sports may be repeated for credit up to a maximum of four (4) hours. All varsity sports are Code C

PHYSICS (PHY)

PHY 201	GENERAL PHYSICS I – TRIG BASED	3-2-0-4
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PREREQUISITE: MTH 115 or equivalent.

This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. Code A

PHY 202	GENERAL PHYSICS II – TRIG BASED	3-2-0-4
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PREREQUISITE: PHY 201.

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Code A

PHY 213	GENERAL PHYSICS WITH CALCULUS I	3-2-0-4
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PREREQUISITE: MTH 125 or permission of instructor.

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required. Code A

PHY 214	GENERAL PHYSICS WITH CALCULUS II	3-2-0-4
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PREREQUISITE: PHY 213.

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required. Code A

PSYCHOLOGY (PSY)

PSY 200	GENERAL PSYCHOLOGY	3-0-0-3
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This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. Code A

PSY 208	CONTEMPORARY ISSUES IN PSYCHOLOGY	3-0-0-3
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PREREQUISITE: PSY 200.

This course is a study of selected topics in general psychology. Code C

PSY 210 HUMAN GROWTH AND DEVELOPMENT

3-0-0-3

PREREQUISITE: PSY 200.

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death. Code A

PSY 230 ABNORMAL PSYCHOLOGY

3-0-0-3

PREREQUISITE: PSY 200.

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. Code C

PSYCHOLOGY (HONORS)**PSY 200 GENERAL PSYCHOLOGY**

3-0-0-3

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. Students enrolled in Honors PSY200 will be expected to master more challenging assignments and apply theoretical principles in real-life projects. Code A

PSY 210 HUMAN GROWTH AND DEVELOPMENT

3-0-0-3

PREREQUISITE: PSY 200.

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death. **Students enrolled in PSY210 Honors will be expected to master more challenging higher level critical thinking assignments and complete more challenging individual research-based projects.** Code A

READING (RDG)**RDG 084 DEVELOPMENTAL READING II**

1/4-0-0-1/4

PREREQUISITE: Appropriate placement score.

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RELIGION (REL)**REL 120 LIFE AND TEACHINGS OF JESUS**

3-0-0-3

PREREQUISITE: As required by program.

This course is a study of the teachings of Jesus as recorded in the Gospels covering an examination of major events in his life in light of modern Biblical and historical scholarship. The student should have knowledge of Jesus' life and the application of his

teachings to modern life. Emphasis in the course is given to the reading and interpretation of the gospels and on other ancient and modern source material. Code C ,

**REL 151 SURVEY OF THE OLD
TESTAMENT 3-0-0-3**

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. Code A

**REL 152 SURVEY OF THE NEW
TESTAMENT 3-0-0-3**

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. Code A

**SMALL ENGINE REPAIR (SER)
(CORRECTIONAL SITE ONLY)**
**SER 111 FUNDAMENTALS OF
SMALL ENGINE REPAIR** **1-4-0-3**

This course introduces students to the theory and operating principles of internal combustion engines. Emphasis is placed on basic engine systems, special tools and testing equipment, shop safety rules and equipment. Upon completion, students should understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion, identify shop safety rules, list engine components and explain their function.

**SER 112 FOUR-STROKE CYCLE
ENGINE** **1-4-0-3**

This course covers the service and repair of the four-stroke cycle engines. Emphasis is placed on the function and operating principles of the fuel systems, ignition, starters, exhaust, and lubrication systems. Upon completion, students should understand service and repair procedures for all related engine systems.

**SER 113 FOUR-STROKE CYCLE
ENGINE LAB** **0-6-0-3**

This course provides students hands-on experience with engine repair and engine troubleshooting techniques. Emphasis is placed on the cylinder block and all internal components, fuel systems, ignition systems, cooling systems, lubrication, and exhaust systems. Upon completion, students should be able to apply small engine service and repair procedures.

**SER 114 SPECIAL PROJECTS IN SMALL
ENGINE REPAIR** **0-6-0-3**

This course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands-on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair engines of various designs currently in production.

**SER 115 BASIC SMALL ENGINE
ELECTRICAL SYSTEMS** **1-4-0-3**

This course is designed to teach basic small engine electrical system troubleshooting and repair skills. Emphasis will be placed on reading schematics, using electrical test equipment, and removal and replacement of electrical wiring and components. Topics will include charging, starting, and magneto systems. Upon completion students should be able to test and maintain various small engine electrical systems.

SER 121 TWO-STROKE CYCLE
ENGINE **1-4-0-3**

This course covers the service and repair procedures for the two-stroke cycle engine. Emphasis is placed on engine construction, induction systems, carburetion and exhaust systems. Upon completion, students should be able to repair and maintain two stroke engines –

SER 122 ENGINE RECONDITIONING **2-0-0-2**

This course provides the student with the knowledge and techniques involved in the reconditioning of small gasoline engines. Emphasis is placed on valve service, cylinder re-boring, bearings, and precision measuring tools. Upon completion, students should be able to use inside and outside micrometers, reface valves and valve seats, resize cylinder bores and replace various types of bearings.

**SER 123 ENGINE RECONDITIONING
LAB** **0-6-0-3**

This course provides practical experience in troubleshooting and complete reconditioning of small gasoline engines. Emphasis is placed on the correct measuring of crankshafts, connecting rods, pistons, valves, and various other engine components. Upon completion, students should be able to resize cylinder bores, perform valve service, replace pistons and rings, time camshafts, and set and adjust all components to specifications.

**SER 124 SPECIAL PROJECTS IN LAWN,
GARDEN AND INDUSTRIAL
ENGINES** **0-6-0-3**

This special projects course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands-on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair various lawn and garden, and industrial equipment.

**SER 132 LAWN AND GARDEN
EQUIPMENT** **1-4-0-3**

This course covers riding mowers, weed eaters, tillers, edgers, chainsaws and generators. Emphasis is placed on mechanical and electrical systems. Upon completion, students should be able to service and repair mechanical and electrical components of lawn and garden equipment.

**SER 142 CHAINSAWS &
STRING TRIMMERS** **1-4-0-3**

This course is designed to instruct students in the diagnosing and repairing of problems unique to chainsaws and string trimmers. Emphasis is placed on the fuel systems, lubrication systems, drive systems, clutches, right angle drives and cutting chains. Upon completion, students should be able to service and repair chainsaws and string trimmers.

SOCIOLOGY (SOC)**SOC 200 INTRODUCTION TO SOCIOLOGY 3-0-0-3**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. Code A

SOC 208 INTRODUCTION TO CRIMINOLOGY 3-0-0-3

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment. Code C

SOC 209 JUVENILE DELINQUENCY 3-0-0-3

PREREQUISITE: SOC 200.

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. Code C

SOC 210 SOCIAL PROBLEMS 3-0-0-3

PREREQUISITE: SOC 200.

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. Code A

SOC 217 CRIMINAL AND DEVIANT BEHAVIOR 3-0-0-3

PREREQUISITE: SOC 200 or SOC/CRJ 208.

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. Code C

SOC 247 MARRIAGE AND THE FAMILY 3-0-0-3

PREREQUISITE: SOC 200.

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. Code B

SPANISH (SPA)**SPA 101 INTRODUCTORY SPANISH I 4-0-0-4**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Code A

SPA 102 INTRODUCTORY SPANISH II 4-0-0-4

PREREQUISITE: SPA 101 or equivalent.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Code A

SPA 201 INTERMEDIATE SPANISH I 3-0-0-3

PREREQUISITE: SPA 102 or equivalent.

This course includes a review and further development of communication skills. Topics include readings of literacy, historical, and/or cultural texts. Code A

SPA 202 INTERMEDIATE SPANISH II 3-0-0-3

PREREQUISITE: SPA 201 or equivalent.

This continuation course includes a review and further development of communication skills. Topics include readings of literacy, historical, and/or cultural texts. Code A

SPEECH (SPH)**SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING 3-0-0-3**

This course explores principles of audience and environment analysis, as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized. Code A

SPH 116 INTRO TO INTERPERSONAL COMMUNICATION 3-0-0-3

This course is an introduction to the basic principles of interpersonal communication. Code A

SPH 206 ORAL INTERPRETATION 3-0-0-3

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature. Code C

SPH 226 BUSINESS AND PROFESSIONAL SPEECH 3-0-0-3

This course focuses on the fundamentals of speech applied to business and professional speech, reports, sales talks, conferences, interviews, speeches of goodwill, speeches of inspiration and courtesy, and after dinner speeches. Code C

SPEECH HONORS**SPH 107 HONORS FUNDAMENTALS OF PUBLIC SPEAKING 3-0-0-3**

This course explores principles of audience and environment analysis, as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized. Students enrolled in Honors SPH107 will be expected to master more challenging assignments and apply public speaking skills in additional real-world communication projects. Code A

SPH 116 HONORS INTRO TO INTERPERSONAL COMMUNICATION

This course is an introduction to the basic principles of interpersonal communication. Students enrolled in Honors SPH116 will be expected to master more challenging assignments and apply analysis of interpersonal communication in additional real-world communication projects.

WELDING (WDT)**WDT 108 SMAW FILLET/OFC 2-2-0-3**

PREREQUISITE: Determined by instructor.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a CORE course.

WDT 109 SMAW FILLET/PAC/CAC 2-2-0-3

PREREQUISITE: Determined by instructor.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a CORE course.

WDT 110 INDUSTRIAL BLUEPRINT READING 3-0-0-3

PREREQUISITE: Determined by instructor.

This course provides students with the understanding and fundamentals of industrial blueprint reading.

Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course.

WDT 115 GTAW CARBON PIPE 1-4-0-3

PREREQUISITE: Determined by instructor.

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

WDT 116 GTAW STAINLESS PIPE 1-4-0-3

PREREQUISITE: Determined by instructor.

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING 2-2-0-3

PREREQUISITE: Determined by instructor.

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a CORE course.

WDT 120 SHIELDED METAL ARC WELDING GROOVE 2-2-0-3

PREREQUISITE: Determined by instructor.

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.

WDT 122 SMAW FILLET/OFC LAB 0-6-0-3

PREREQUISITE: Determined by instructor.

This course is designed to introduce the student to

the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit-up of fillet joints.

This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT 123 SMAW FILLET/PAC/CAC
LAB 0-6-0-3**

PREREQUISITE: Determined by instructor.

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124 GAS METAL ARC/FLUX CORED
ARC WELDING LAB 0-6-0-3**

PREREQUISITE: Determined by instructor.

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125 SHEILDDED METAL ARC WELDING
GROOVE LAB 0-6-0-3**

PREREQUISITE: Determined by instructor.

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various sizes F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

WDT 155 GTAW CARBON PIPE LAB 0-6-0-3

PREREQUISITE: WDT 115 and/or as required by college.

This course is designed to provide the student with skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions.

Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 156 GTAW STAINLESS
PIPE LAB 0-6-0-3**

PREREQUISITE: WDT 116 and/or as determined by instructor.

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 166 FLUX CORE ARC
WELDING (FCAW) 2-2-0-3**

PREREQUISITE: Determined by instructor.

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and bas metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

**WDT 167 FLUX CORE ARC
WELDING LAB 0-6-0-3**

PREREQUISITE: Determined by instructor.

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and bas metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

WDT 217 SMAW CARBON PIPE 1-4-0-3

PREREQUISITE: Determined by instructor.

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

WDT 218 CERTIFICATION**1-4-0-3**

PREREQUISITE: Determined by instructor.

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements.

WDT 221 PIPEFITTING AND FABRICATION**1-4-0-3**

PREREQUISITE: Determined by instructor.

This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

WDT 228 GAS TUNGSTEN ARC WELDING**2-2-0-3**

PREREQUISITE: Determined by instructor.

This course provides students with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 257 SMAW CARBON PIPE LAB**0-6-0-3**

COREQUISITE: WDT 217 or permission of instructor.

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

WDT 258 CERTIFICATION LAB**0-6-0-3**

PREREQUISITE: WDT 218 and/or as required by instructor.

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various welding code requirements.

WDT 268 GAS TUNGSTEN ARC LAB**0-6-0-3**

PREREQUISITE: WDT 228 or permission of instructor.

This course provides students with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding code

**JEFFERSON DAVIS COMMUNITY COLLEGE****STUDENT HANDBOOK****STUDENT AFFAIRS****PHILOSOPHY**

You are attending a college with a rich tradition of high quality instructional programs, excellent educational services, and a caring faculty and staff. The primary goal of the Jefferson Davis Community College Student Affairs Division is to promote the development of each student's individuality and growth. The overall goal of the division is to provide a full range of student development services and activities to promote your success from your initial contact with the College through the attainment of your educational or personal goals.

This can be accomplished by the many functions provided by staff members in the following units: admissions and records, athletics, counseling services, judicial services, early registration, residential life, student activities, student financial services (Federal Financial Aid and Veterans Benefits), advising, testing services, and Student Support Services. Coordinated by the Dean of Student Affairs, these functions serve students, faculty and staff, and area residents.

ACADEMIC ADVISING

The College believes that a close student-faculty association is consistent with learning and that it is of benefit to students' intellectual growth and maturity.

Therefore, the services of faculty advisors are available to all students. Faculty advisors are familiar with the College's programs and with the area of career interest of the student and will assist the student:

- In understanding the general education program of the College;
- In arranging a program of study and schedule of classes;
- In developing a program completion plan;
- In meeting graduation requirements; and
- In resolving difficulties encountered by the student in the educational program.

The advising system at Jefferson Davis Community College provides assistance for students in developing an academic program and in determining educational goals. Advisors interpret college requirements, assist with course selection, monitor academic progress of advisees, and make referrals to campus resources. At the beginning of the freshman year, each student is assigned an advisor on the basis of shared academic or co-curricular interests. Students are encouraged to work with their advisor before each registration to ensure correct course selection.

STATEWIDE ARTICULATION REPORTING SYSTEM (STARS)

Jefferson Davis Community College participates in the computerized articulation and transfer planning system designed to inform students about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. **STARS** is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions within Alabama can be made. Students using the **STARS** system will receive a transfer guide and an individualized contract. The transfer guide lists all the course requirements for a specified major at the four-year college. For each required course, there are matching equivalents that can be completed at the two-year institution. The contract guarantees transferability of coursework if the guide is used properly. Students should contact their faculty advisor or a counselor for guidance in utilizing this valuable service or logon to the JDCC Website (www.jdcc.edu) and click on the Future Students link at the top of the page, then click on the STARS link to print a transfer guide.

AMERICANS WITH DISABILITIES ACT STUDENT ADA POLICY

Jefferson Davis Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA.

ADA Accommodations

Early registration with the ADA accommodations representative located in the Student Affairs Department is available by appointment and is strongly recommended for students with disabilities. Adherence to the following procedures ensures the best possible service the institution can provide.

New Applicants

1. New applicants should note the dates for early registration or call the ADA accommodations representative to obtain this information.
2. Students are responsible for providing documentation of their disabilities to the ADA accommodations representative.
3. Students should note the dates and times of the COMPASS placement test. Students should schedule an appointment to take the placement test so that classes at the appropriate level may be assigned (for English, reading, and math).
4. If accommodations need to be made for the placement test, students should notify the ADA accommodations representative for an interview at least one week prior to the testing date. Documentation should be brought to this meeting if it has not already been submitted. Documentation must be on file and necessary paperwork completed before accommodations can be arranged.
5. Students should call the ADA accommodations representative to make an appointment for early registration. Placement scores should be brought to this meeting. Forms 1, 2, and 3 may be completed during this meeting. Students may register for classes and arrange for accommodations (Form 4, if required) during this meeting.

6. At the beginning of the semester students should give a copy of Form 4 to the instructor of each class where accommodations are needed. Students and instructors will discuss the requested accommodations and sign Form 4. Instructors will then return this form to the ADA accommodations representative. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA accommodations representative.

Returning Students

1. Students should note the dates for early registration, schedule an appointment with the ADA accommodations representative to register for classes and pick up accommodations letters (Form 4).
2. At the beginning of the semester students should give a copy of Form 4 to the instructor of each class where accommodations are needed. Students and instructors will discuss the requested accommodations and sign Form 4. Instructors will then return this form to the ADA accommodations representative. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA accommodations representative.

Although the ADA accommodations representative will attempt to address all requests as efficiently as possible, students who do not schedule early registration appointments must allow a minimum of two weeks for accommodations letters (Form 4) to be processed.

FINANCIAL AID

Jefferson Davis Community College offers financial aid for those students who have demonstrated financial need. Financial aid forms may be obtained by contacting the Financial Aid Office. Scholarship applications may be obtained in the Student Service's Office or the College Website. Detailed information regarding the College's financial aid program can be found on other pages of the College Catalog.

HEALTH AND FIRST AID SERVICES

The College does not have an on-campus health facility to treat individuals who are ill or injured. Students who have sustained minor injuries should contact the Dean of Student Affairs, the Athletic Director, or any member of the Student Affairs Division. OSHA approved first-aid kits are located on both campuses and are equipped with supplies needed in minor emergencies.

In the event that a person needs **emergency** medical treatment, call 911, then contact campus personnel by calling 251-368-7666 (Atmore Campus) or

251-809-1666 (Brewton Campus). A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until appropriate medical personnel has arrived (EMT, ambulance, etc.). If hospitalization or emergency treatment is required, the student is responsible for the expense. If a student has special health concerns, he or she may be asked to voluntarily supply confidential health information to the Dean of Student Affairs.

DRESS CODE

Students are expected to dress appropriately for class. If special dress requirements are needed in an instructional area, the appropriate dress will be discussed by the instructor and noted in the course syllabus.

HOUSING

The College has a multi-unit, furnished housing complex (Lakeview) located near the College. The options available at Lakeview include both apartment and suite living. Accommodations are designed for single men and women with gender-separated living and bath facilities. Lakeview's residence units are designed for comfort and the efficient use of space. Apartments especially designed to meet the needs of physically challenged tenants are also available. Students interested in on-campus living should contact the Dean of Student Affairs for an application and brochure. Students are encouraged to make inquiries concerning college housing early in the admissions process.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

This policy is established by Jefferson Davis Community College in compliance with the Higher Education Opportunity Act of 2008 and applies to residential students at the College. For the purposes of this policy a student may be considered to be a "missing person" if the person's absence from campus is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Designation of Emergency Contact Information

1. Students Age 18 and Above and Emancipated Minors
 - a. Students will be given an opportunity on the Lakeview Housing application to designate an

individual to be contacted by the College no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.

2. Students Under the Age of 18

- a. If a student under the age of 18 is determined to be missing, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

3. All Residential Students (both A and B above)

- a. If a student is determined to be missing, the College will notify the appropriate law enforcement agency no later than 24 hours after the determination has been made.

Missing Student Procedure

1. Any individual on campus who has information that a residential student may be a missing person must notify the Dean of Student Affairs immediately.
2. The Dean of Student Affairs will gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from college personnel and official college information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well being of the student, an up-to-date photograph, a class schedule, when last attended class, etc.
3. Appropriate campus staff including the Director of Campus Life will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messaging, cellular phone calls, and e-mail.
4. If search efforts are unsuccessful in locating the student in a reasonable amount of time OR it is apparent immediately that the student is a missing person (e.g. witnessed abduction), OR it has been determined that the student has been missing for more than 24 hours, the Dean of Student Affairs will contact the appropriate local law enforcement agency to report the student as a missing person. Law enforcement will take charge of the investigation with assistance from college officials.
5. No later than 24 hours after determining that a residential student is missing, the Dean of Student Affairs will notify the emergency contact previously

identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

Student Notification of This Policy

1. Included on the College Website.
2. Included in the Student Handbook section of the College Catalog.
3. Discussed during mandatory housing meetings.
4. Included in the annual Campus Security Report.

LOST AND FOUND

A lost and found depository is maintained in the Student Affairs Office on the Brewton Campus and in the Administration Building on the Atmore Campus. Because the College is not responsible for students' personal property, books and supplies should be locked in a car when not in use. An identifying name or mark should be on all books and other personal property.

MESSAGES AND VISITORS

Telephone messages are delivered to students **ONLY** in emergency situations. Below are the types of situations Jefferson Davis Community College considers emergency:

- Death, serious injury, serious illness of a family member;
- Illness of school-age children (in which the child's school has called for a parent to pick up the child);
- Other situations as determined emergency by the Dean of Student Affairs.

In addition, students are encouraged not to have visitors on campus. All visitors should report to the Student Affairs Office on the Brewton Campus or to the front office in the Administration Building on the Atmore Campus. College personnel will not locate students for a visitor unless there is a verifiable emergency situation.

EMERGENCY NOTIFICATION SYSTEM (JD Alert)

The College operates an opt-in alert system that allows students, employees, and others to be notified via telephone, cell phone, and/or e-mail in case of an emergency. This system is referred to as JD Alert and is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the Atmore and/or Brewton Campuses. Circumstances that JD Alert may be used for are: Accidents (fires, gas leaks, etc.); Behavior (bomb threats, fire arms on campus, etc.); or Weather-Related

(tornadoes, hurricane – general notice of campus closing schedule, etc.).

To sign up for JD Alert notifications, go to the JDCC Website (<http://www.jdcc.edu>). In the JD Tools section, click on JD Alert and follow instructions. You should login with your current JDCC e-mail username and password. You can change your information at any time. JD Alert is tested each term on the 15th day of classes. Students will be notified via their JDCC e-mail address of the test at least two days in advance. Students should contact the Dean of Student Affairs with questions regarding the Alert System.

REGISTRATION

The regular registration for each semester is indicated in the college calendar. Instructions will be sent to new students at the time they are accepted. Students may register online or in person on either the Atmore or Brewton Campus. Students registering for the first time must meet with a faculty advisor before being authorized to register online. Instructions for registering online may be found on the College's Website. Any registration that is completed after the beginning of classes is considered late. Late registration is permitted during the published drop/add period.

Preregistration is available for all currently enrolled students. Students should contact their assigned advisor to schedule an advising appointment before pre-registration.

PLACEMENT TESTING POLICY

Accuplacer Test - See page 19 of the General Catalog.

ACT - The College is an official center for administering the American College Test. Students interested in registering for the ACT should visit the ACT Website at www.act.org.

GED TESTING CENTER

Jefferson Davis Community College is a testing center for the GED test of high school equivalency. The GED is administered twice a month. Persons desiring to take the GED must not be enrolled in a public K-12 school, a private K-12 school, a church school or a private tutor program registered with the Alabama Department of Education; not have earned a secondary school diploma from a public school or a private school registered with the Alabama Department of Education (those awarded the Alabama Occupational Diploma (AOD) are eligible to take the GED test); and meet one of the following requirements:

- Eighteen (18) years of age or older.
- Seventeen (17) years of age, exited an Alabama public school prior to August 1, 2009, and present a notarized letter from a parent/legal guardian giving permission to administer the GED test to the

applicant and official documentation from a city/county local education agency verifying that the applicant has withdrawn. The official withdrawal documentation may also be a letter on letterhead stationary from the local superintendent or principal.

- Seventeen (17) years of age, exited an Alabama public school on or after August 1, 2009, and present a notarized Student Exit Interview form from the school system.
- Seventeen (17) years of age, exited a school out of state, and present a notarized letter from a parent/legal guardian giving permission to administer the GED test to the applicant and official documentation from a city/county local education agency verifying that the applicant has withdrawn. The official withdrawal documentation may also be a letter on letterhead stationary from the local superintendent or principal.
- Sixteen (16) years of age, exited an Alabama public school prior to August 1, 2009, and present a notarized Certificate of Exemption issued by the local superintendent.
- Sixteen (16) or seventeen (17) years of age, exited a private school, a church school, or a private tutor program and must present a notarized letter from a parent/legal guardian that the applicant has exited the school or program and has permission to be administered the GED test. Sixteen (16) year old applicants must be a resident of Alabama.

Alabama residency is required for all 16 year old applicants. All examinees must present a valid picture I.D. or driver's license and a Social Security card. There is a \$120 fee for the GED exam and a \$30 re-test fee for each section of the exam taken. Prices are subject to change. The deadline for registration and payment is noon on Friday prior to the exam. Applicants may register for the exam through the Adult Education Program on the Atmore or Brewton Campus. Registration in Brewton is Monday through Thursday from 8:00 a.m. to 10:00 a.m. or Monday and Tuesday from 6:00 p.m. to 8:00 p.m. Registration in Atmore is Monday through Friday from 8:00 a.m. to 2:00 p.m. and Monday and Tuesday from 5:00 p.m. to 7:00 p.m. You may visit www.jdcc.edu for additional information and testing dates.

STUDENT IDENTIFICATION CARDS

In order to provide a safe and secure environment, all students are required to have a student identification card made at the time of registration. The Student ID card will have the student's College ID number. Student ID cards are available in the Library on the Brewton Campus and in the Bookstore on the Atmore Campus. The first Student ID card is provided at no cost.

Replacement cards, whether lost or stolen, will be \$5.00. Students are to carry their cards at all times on campus and present the cards for identification when requested by college officials. Allowing anyone else to use a Student ID is considered misuse and may result in disciplinary action.

VEHICLE REGISTRATION, PARKING, AND DRIVING REGULATIONS

When registering to attend classes, students must register each vehicle they plan to operate on campus. Each vehicle must have a current Jefferson Davis Community College decal displayed in a visible location as instructed. Decals are not transferable from one vehicle to another. Decals will be issued free of charge each semester. When registering vehicles, students should furnish tag numbers, makes, and models of vehicles. Students at JDCC are required to abide by the following parking and driving regulations:

1. The speed limit on campus is not to exceed 15 mph.
2. The registered driver is responsible for his or her automobile regardless of who is driving.
3. Parking on any grass or in areas identified as no parking is prohibited.
4. Students committing parking violations are subject to parking fines.

STUDENT ACTIVITIES

Jefferson Davis Community College offers many opportunities for a variety of extracurricular activities. Student activities are supported by student activity funds allocated from general fees.

Athletics

Jefferson Davis Community College participates in varsity competition in men's baseball, basketball, and in women's volleyball and softball. The College is a member of the Alabama Community College Conference (ACCC) and the National Junior College Athletic Association (NJCAA). Jefferson Davis Community College participates against other members in the conference, other Alabama community colleges, and junior/community colleges from other states. The coaching staff at the College encourages student participation in varsity athletics.

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The State Board of Education wishes to ensure that the health and safety of student athletes are not compromised and that student

athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the State Board of Education that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. Any student participating in athletic practice and/or competition at any of the institutions of The Alabama Community College System will be required to submit to such testing.

The purpose of this policy is to prevent illegal drug usage; to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse; and to maintain an athletic environment consistent with the high standards of the College and with the overall development and education of their student athletes.

Student athletes will be provided with educational programs, information, and activities to prevent drug abuse and to promote the personal well-being of the athlete.

All athletes must have a current physical on file to participate in the athletic programs at JDCC.

Off-Campus Trips

Off-campus trips connected with courses offered must be approved by the administration. Official request forms for such trips must be on file with the Dean of Student Affairs at least two weeks prior to the scheduled trip.

Each overnight trip should be approved by the Dean of Student Affairs two weeks prior to the event. These trips are to be made in the company of appropriate and approved chaperons. Students or guardians must sign release forms in order for students to participate in such trips. These forms are to be filed with the Dean of Student Affairs.

Campus Organizations

The College is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campuses a variety of interests as members of the academic community. They are encouraged to continue their interests in various campus clubs and organizations and to form new associations. All clubs or student organizations are open to any student of the institution who meets membership requirements. No student may be denied membership to any student organization by reason of race, religion, sex, national origin, or disability.

Any student organization will require the approval of the College's administration. A written statement of purpose and intent should be presented to the Dean of Student Affairs prior to organization and should include the following:

1. The official name of the proposed organization;
2. The name of faculty advisors;

3. A statement of when, where, and how often meetings will be held; and
4. A statement acknowledging that the proposed organization is subject to all college regulations and policies.

Nursing Students' Association: A group that promotes citizenship, leadership, and fellowship; encourages responsibility for maintenance of high ideals for the nursing profession; and encourages future participation in professional nursing organizations.

Phi Theta Kappa Honor Society: This society is the national junior college organization, which honors academic excellence among two-year college students. The Alpha Eta Lambda Chapter at Jefferson Davis Community College accepts as eligible candidates for induction those students who have earned a minimum cumulative grade point average of 3.5 and have completed all other requirements for membership. Following induction, the student must maintain a minimum grade point average of 3.0.

Psi Beta Honor Society: This is the national honor society in psychology for community and junior colleges. Election to membership is open to students who have a cumulative GPA of 3.0 with a minimum of 15 college-level credit hours completed, who have completed at least one semester of a psychology or psychology-based course, who have a "B" average in any previously completed psychology course(s), who have been approved by the chapter, have filed a membership registration card, paid a fee, and accepted Psi Beta's bylaws and policies.

Phi Beta Lambda: Phi Beta Lambda is the collegiate division of the national association, Future Business Leaders of America. PBL is a nonprofit educational association of student members preparing for careers in business or in a business-related field. Membership is open to all students interested in networking through innovative leadership and career development programs. Students who enroll in business (BUS) or business-related (CIS or OAD) courses are encouraged to join.

PBL members participate in a broad range of projects and ventures both on and off campus. They initiate business ventures, organize community service projects, attend state and national leadership conferences, participate in fundraisers, and create publications. Members gain a competitive advantage in the business world by interacting with local companies and their executives. Students have the opportunity to win accolades on the state and national levels. Through participation in these activities, students are better prepared for careers, graduate school, and for life. National, state, and local membership dues are \$20 per year.

Student Government Association: An organization that represents students' views to the College's administration and coordinates the student activities programs.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) has a major role in all phases of the extracurricular program and represents the student body in matters of concern to students. This association operates under a constitution drawn up by the students. Listed below is the Student Government Association Constitution:

ARTICLE I

Section 1: NAME

The name of this organization shall be the Jefferson Davis Community College Student Government Association.

Section 2: MEMBERSHIP

All students are members of the Student Government Association. The officers consist of president, vice-president, secretary, treasurer, Atmore Council president, three representatives from each class, and the presidents of all other student organizations. Sophomore officers and representatives are elected in the spring of each year and freshman representatives are elected in the fall of each year. Elections are held as needed.

Section 3: QUALIFICATIONS

All SGA officers and representatives must be full-time students and maintain a 2.0 grade point average. Initially, freshman candidates are not required to possess a 2.0 grade point average to be elected, but must earn and maintain this grade point average during the first and subsequent semesters of enrollment. The president must have a cumulative 2.5 GPA.

Section 4: MEETINGS

The Student Government Association shall meet monthly. Officers will be excused for a maximum of two absences from regularly scheduled meetings. Student members, one faculty advisor, and two-thirds of the officers will constitute a quorum. A majority vote of the members present shall be required to pass legislation.

Section 5: PURPOSE

The purpose of the organization shall be to provide effective representation for student body opinion in all phases of college life, to stimulate student activity in college affairs, and to promote better citizenship by developing and providing responsible practice in democratic living.

ARTICLE II**Section 1: POWERS AND DUTIES**

The Student Government Association President shall have the following powers and duties:

1. To preside over all meetings of the SGA;
2. To call special meetings of the SGA;
3. To exercise the power to veto (This veto may be overruled by a two-thirds vote of the SGA.);
4. To sign legislation which he or she approves. Legislation that is not signed within a period of five school days after having passed by SGA vote shall become law without signature of the president;
5. To act as an ex-officio member of all committees which he or she appoints;
6. To represent and counsel all students on matters pertaining to the student body;
7. To cooperate with and coordinate all SGA activities with the SGA advisor;
8. To cooperate with the College's administrators in the promotion of the well-being and future growth of Jefferson Davis Community College; and
9. To serve on the College Council and other committees when possible.

The SGA vice-president shall have the following duties:

1. To preside over all SGA meetings in the absence of the president;
2. To perform the duties of the president in his or her absence;
3. To assist and cooperate with the president in any way designated by him or her; and
4. To assist, as needed, in maintaining order in all SGA meetings.

The secretary shall have the following duties:

1. To take minutes and to keep an accurate record of all meetings of the SGA and
2. To conduct all correspondence of the SGA.

The treasurer shall have the following duties:

1. To keep an accurate and complete account of all funds and financial matters pertaining to the SGA.

Section 2: REMOVAL FROM OFFICE

The SGA officers will be subject to removal from office under the following conditions:

1. If attendance at regularly scheduled meetings fall below minimum requirements, or
2. If found guilty of any activity which would bring discredit to the College.

Section 3: VACANCIES

In the event that the office of president is vacated, the vice-president shall succeed to that office, and a general election shall be held to fill the office of vice-president. Vacancies in other offices shall be filled by appointment of the president, subject to approval by SGA members.

Section 4: AMENDMENTS

Any member of the student body may propose amendments to this constitution. Proposed amendments must be submitted to the Student Government Association in writing. In not more than two weeks, the SGA will review the suggestion to determine whether a general election is necessary. A general election may be called by SGA vote or by a petition signed by a minimum of 25% of the student body. Proposed amendments must be passed by student vote, with a majority of those who voted favoring adoption of the amendment. Amendments thus passed shall become a part of the Constitution.

HONORS AND RECOGNITION**Academic Honors**

President's List: The President's List is compiled at the end of each semester. Requirements for the President's List are: (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work (see note below).

Dean's List: The Dean's List is compiled at the end of each semester. Requirements for the Dean's List are: (1) a semester grade point average of 3.5 or above but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work (see note below).

Note: Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

Academic Honors: Upon Graduation

Graduation Honors for Degrees: Superior academic achievement by graduating students will be recognized by the following designation on degrees and transcripts:

Summa Cum Laude (graduation with highest honors) 3.90 to 4.00 grade point average

Magna Cum Laude (graduation with high honors) 3.70 to 3.89 grade point average

Cum Laude (graduation with honors) 3.50 to 3.69 grade point average

Graduation Honors for Other Formal Awards
(Diplomas and Certificates): Superior academic achievement by graduating students will be recognized by the following designation on diplomas, certificates, and transcripts:

Graduation with Distinction 3.50 to 4.0 grade point average

Note: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at JDCC.

Honors announced during the formal graduation ceremony will be your possible honors. Your final honors will be determined after final grades are recorded and audited.

Credit earned for college preparatory or developmental courses shall not satisfy requirements for graduation, degree, or certificate completion.

Who's Who Among Students in American Junior Colleges: The faculty and administration annually choose a group of sophomores who have distinguished themselves in different areas of campus life and submit their names for the honor of being included in the Who's Who Among American Junior College Students publication.

John M. Tyson, Jr. Most Outstanding Student Award: The faculty and administration annually choose a student from the academic division and the technical division of the College to receive this prestigious institutional recognition. This award is named in honor of former vice-president of the Alabama State Board of Education, John M. Tyson, Jr. Selection is based on those students who best exemplify the following: (1) outstanding academic achievement, (2) exceptional leadership skills, and (3) service to the College and community.

Jefferson Davis Community College Award of Excellence: The faculty and administration annually choose one student from the College to receive this

recognition. Selection is based on a student who demonstrates the following accomplishments: (1) service to the College and community, (2) exceptional leadership, and (3) outstanding academic achievement.

CAMPUS FACILITIES

The College Store

Because students are expected to furnish their own textbooks and general supplies, a College Store is maintained on both campuses.

Most special supplies and all textbooks the student will need may be obtained in either store. Books will be bought back only on specified days during final exams at the end of each semester. Consult the store manager or the class schedule for designated days.

In addition to textbooks and other school supplies, the store carries a variety of t-shirts, shorts, sweatshirts, caps, and other items, which promote collegiate spirit. Students are encouraged to browse the College Store for special items while on campus.

JDCC Libraries

The goal of JDCC Libraries is to provide essential library holdings, discipline-specific library instruction, access to the Internet, an inviting atmosphere, friendly service, and an intellectually stimulating environment for the students, faculty, and staff of Jefferson Davis Community College. Leigh Library, on the Brewton Campus, holds approximately 34,000 books, 3,800 DVDs, 350 CDs and receives 125 current periodicals. Students using Atmore Campus Library may obtain materials from Leigh Library via fax and inter-campus shuttle. In addition to their traditional collections, both libraries provide students with access to the Internet, the Alabama Virtual Library, and various networked electronic resources. Interlibrary Loan (ILL) service is also available to students, faculty, and staff to supplement local holdings. Current hours for both campus libraries are posted online at www.jdcc.edu/library.

Student Centers

A Student Center is available on both the Atmore and Brewton Campuses. The Student Centers are provided for the convenience of students and afford a congenial meeting place between classes. They contain a lounge area with a television and a dining area for eating. Refreshment machines are also available.

College Park

The College Park, located on the Brewton Campus, is a 60-acre recreation facility that includes a 3-hole golf course and driving range; baseball and softball fields; a 2-mile, paved, walking trail; and a small lake for fishing. Use of park facilities is free of charge to the public.

Computer Labs

Computer labs on the Jefferson Davis Community College campuses have multiple uses. A breakdown of labs by campus/location with detail on the quantity of computers available is included in the table below.

**AVAILABLE WHEN NOT IN USE
BY CLASS DURING OPERATING HOURS**

Brewton Campus

Lab	Location	No of PCs
OAD Lab 1	Hines Building	22
OAD Lab 2	Hines Building	16
CIS Lab	Hines Building	20
Nursing Lab	Neal Colonial Center	20
The Math Lab	Wallace Building	30
The Learning Center	Wallace Building	22

Atmore Campus

Lab	Location	No of PCs
Math Lab Room 103	Admin Building	16
105 Lab	Admin Building	16
OAD Lab Room 107	Admin Building	16
AC Lab	Building E	16
Nursing Lab	Building C	20

AVAILABLE DURING OPERATING HOURS

Atmore Campus

Lab	Location	No of PCs
Library Lab	Library	7

REQUIRE CLASS/PROGRAM ENROLLMENT

Brewton Campus

Lab	Location	No of PCs
Chem Tech Lab	Student Center/ Chem Lab	4
Student Support Services Lab	Wallace Building	6
Adult Education Lab	Wallace Building	13
ESL Lab	Wallace Building	15
Drafting and Design Lab	Atmore Campus	15

Lab	Location	No of PCs
Adult Education Lab 1	Admin Building	14
Adult Education Lab 2	Admin Building	11
Workforce Lab	Building G	20

PROCEDURES OF EXPRESSION

Bulletin Boards and Posters

Students, in displaying announcements of interest, may use bulletin boards located in the Student Centers and in other campus locations. Those bulletin boards with specific headings (Business Office News) or glass-enclosed boards are for official use and may not be used for posting student announcements unless prior approval has been secured from the Dean of Student Affairs.

Posters may be displayed for a period not to exceed two weeks before a scheduled event and should be removed on the next class day following the advertised event. Prior approval should be secured from the Dean of Student Affairs. The College reserves the right to remove any unauthorized poster or sign. Students are requested to use masking tape when displaying posters.

Student Participation in Governance

The organization structure of the College provides for and encourages democratic student involvement in the affairs of the College. Students are asked to serve on numerous college committees and have full voting privileges.

The Student Government Association meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the SGA, to any committee, or to any member of the College's administration.

Students Channel of Communication

Each student has the right to express an opinion, make a suggestion, or submit a grievance. For the simplest and most direct action, the student should use the channels below in the order presented:

1. The Student Government Association
2. The Dean of Student Affairs
3. The President of the College

JURISDICTION OF THE COLLEGE

Jurisdiction of the College is generally considered to include student conduct, which occurs on college property or on non-college property, which has an adverse effect on the College, the members of the college community, or the fulfillment of the College's mission.

STUDENT RIGHTS AND RESPONSIBILITIES

Conduct Expectations

The College assumes that entering students are adults who have developed mature behavioral patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. All college students are expected to conduct themselves on all occasions in an appropriate manner. They are expected to maintain a high standard of honor and personal conduct. College is a period of preparation both for the attainment of excellence in one's chosen academic discipline and for a position of responsibility and leadership in society.

In order to preserve an environment conducive to the academic and personal development of its members, an educational community must have a Code of Student Conduct to which its members adhere.

By becoming a member of an educational community, a student does not forfeit any rights of citizenship. Accordingly, the College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Code of Student Conduct. Violation of this code will result in disciplinary action against the student. The College reserves the right to dismiss any student whose on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All personal conduct of students is subject to college jurisdiction, regardless of where the conduct occurs.

The College will strive to protect students' individual freedoms and rights as listed below:

1. Freedom of speech and expression;
2. Freedom of assembly;
3. Freedom of inquiry;
4. Freedom from all acts of violence;
5. Freedom from interference with the learning experience/ educational environment;
6. Freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;

7. Freedom from destruction or theft of personal property;
8. Right to substantive and procedural due process in all college disciplinary proceedings;
9. Right to petition for redress of grievances;
10. Right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and
11. Right to equitable and fair governance.

The following terms used in the Code of Student Conduct should be interpreted according to the following definitions:

1. The terms "College" and "the College" refer to Jefferson Davis Community College.
2. The term "student" refers to any person officially enrolled at JDCC, whether he or she is classified as a "degree or diploma seeking" student or a "non-degree" student. All persons, whether full-time or part-time, are considered "students."
3. The term "faculty member" refers to any person employed by the College to conduct classroom activities.
4. The term "member or citizen of the college community" refers to any student, faculty member, staff member, advisory board member, official, or any person otherwise employed by the College.
5. The term "college officials" refers to any person serving in an administrative or professional capacity as an employee of the College.
6. The term "college property" includes all land and facilities that are in the possession of, owned, used, or controlled by the College.
7. The term "organization" refers to groups who have obtained status as a registered campus organization with the Dean of Student Affairs.
8. The term "Hearing Officer" refers to the person designated by the college President to determine whether a student has violated the Code of Student Conduct. The officer will also determine disciplinary sanctions to be imposed on a student found in violation of the Code of Student Conduct. The Dean of Student Affairs at JDCC is the designated hearing officer.

Violation of Federal, State, or Local Law

If a student is charged with an off-campus violation of federal, state, or local law and is subsequently found

guilty or has plead "no contest," disciplinary action may be taken against the student for misconduct that demonstrates disregard for the College, members of the college community, or the mission of the College.

If a student is involved in misconduct which is a violation of the Code of Student Conduct, as well as a violation of federal, state, and local law, college disciplinary proceedings will proceed without consideration to pending civil litigation in court or criminal arrest and prosecution. However, such an instance may require that the College allow the student to retain a lawyer for the disciplinary proceeding. Proceedings resulting from violations of the Code of Student Conduct may be instituted prior to, simultaneously with, or following civil or criminal proceedings off campus.

The College will not request or agree to special consideration for a college student in civil or criminal proceedings off campus. The College may, however, inform off-campus law enforcement authorities of the policies of the Code of Student Conduct and how the offense in question may be handled by the College. The College will cooperate fully with the off-campus law enforcement authorities, as well as other related agencies in the enforcement of criminal law on campus and in the conditions imposed by civil and criminal courts on student violations.

Code of Student Conduct

Jefferson Davis Community College has an interest in the maintenance of a campus environment that is conducive to the educational mission of the College, in addition to the safety, health and well-being of all students and other persons on campus. Students at the College are considered to be responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation is expected of all students.

Each student's and organization's conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is deemed in violation of the Code of Student Conduct for the following:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;

2. Forgery, alteration, or misuse of college documents, records or identification;
3. Failure to comply with the authority of college officials acting within the capacity of their positions;
4. Violation of written college rules, policies, and regulations;
5. Obstruction or disruption of teaching, administration, and/or other college activities;
6. Vandalism, malicious destruction, damage, or misuse of college, public, or private property;
7. Conduct in violation of federal and state statutes or local ordinances which threatens the health and/or safety of the College community or which adversely affects the educational environment of the College;
8. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
9. Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space facilities, or services;
10. Hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of an organization, an individual, or group of individuals which could cause discomfort, pain, or injury, which violates any legal statute or college rule, regulation, or policy;
11. Lewd, obscene, licentious or indecent conduct or the verbal or written threat of such action against another person;
12. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any student, employer or visitor of the College, including witnesses, before, during, or after a hearing;
13. Possession, while on college owned/controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instruments;
14. Possession and/or consumption of alcoholic beverages or non-prescribed drugs on college property or at a student or college sponsored function. No student will be allowed to enter class if intoxicated;
15. Being under the influence of alcoholic beverages or non-prescribed drugs on college property or at a student or college sponsored function;

16. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
17. Theft, accessory to theft, and/or possession of stolen property;
18. Physical abuse, threat of violence, intimidation, and physical or mental harassment;
19. Trespassing or unauthorized entry into offices and buildings;
20. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment;
21. Any participation in violation of the College visitation policy;
22. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid campus properties;
23. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose for which the College exists, the right to utilize and enjoy facilities provided to obtain an education; and
24. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property or the educational environment of the College.

In addition to the above, the following rules and regulations must be followed by all students:

1. Students are expected to observe class rules and give due respect to teachers and the administration. All departmental policies must be adhered to by students.
2. Students are required to dress properly for the department in which they are enrolled.
3. Cleanliness and neatness are important phases of training and should be practiced by students at all times.
4. Outside jobs and interests will not be accepted as excuses for poor attendance and low scholastic achievement.
5. In addition, while children are on campus, they should be under the direct supervision of their parents or other responsible adults. Unless special permission is given by the instructor, children are not allowed in instructional classrooms or labs.

Disciplinary Action Definitions

Reprimand may be an oral or written warning issued to the student informing the student that he or she is currently in violation of, or has been in violation of, the Code of Student Conduct and that continued violation will result in further sanctions against the student.

Probation is a strong restriction designed to encourage and require a student to cease violating college regulations.

Students under this restriction are notified in writing. Students on Disciplinary Probation are warned that:

1. Any further violations on their part while under Probation will lead to an extension of their restriction, disciplinary suspension, or disciplinary dismissal; and
2. They may not hold any office, elective or appointive, in any student organization.

Disciplinary Probation generally is not less than one academic semester.

Restitution is a requirement to make restitution, monetary, service, or otherwise to the College, organization(s), and/or person(s) for damage by the student's violation of the Code of Student Conduct.

Discretionary Sanctions are at the discretion of the Judiciary Committee and may be research projects, work projects, or service to the College that may be assigned as a result of any violation.

Suspension is the removal of a student from class rolls at Jefferson Davis Community College for a designated period of time, usually not less than one semester. At the end of the designated period of time, the student must make formal application for admission.

Class Suspension: A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester and the student will be assigned a grade of "W".

Library Suspension: A student may be suspended from using the library for improper behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

Housing Suspension: A student may be suspended from living at Lakeview after infractions of housing regulations.

Voluntary Withdrawal may be given as an option to the student. The Judiciary or the Athletic Oversight Committee may specify a period of time before the student may re-enroll in the College. To qualify for readmission, the student may be required to appear before the Admissions/ Academic Standards Committee and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College. In the instance a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline, as may be imposed by the Dean of Student Affairs, at the time of re-entry to the College.

Dismissal is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College unless granted special dispensation from the President of the College. Disciplinary dismissal normally would be applied to students who were guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

Immediate Temporary Suspension will be imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Notice will be given within 10 hours and a hearing will be held as soon as practical, usually within 72 hours. During the period of immediate temporary suspension, the student shall be denied access to college property, as the Dean of Student Affairs deems appropriate.

Due Process for Student Disciplinary Cases

Students are guaranteed procedural due process in all cases involving discipline problems. Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt and punishment. Every effort will be made to educate students relative to their responsibilities as good citizens. The following procedures will be followed:

Procedure for Bringing Charges

1. Any student, faculty member, or administrator may file a charge in writing against a student for misconduct. The charge is to be filed with the Dean of Student Affairs.
2. Within 5 days of receipt of the charge, the Dean of Student Affairs will determine the course of action regarding the accusation. If, during this period of time, a meeting is held with the accused, the accused will be advised of the nature of the charge, the name of the accuser, and that the accused has the right to remain silent. During this stage, the accused can admit to the charge and waive the right to a hearing to the Judiciary Committee. Punishment will be determined by the Dean of Student Affairs. The accused will be informed of the punishment within 3 days.
3. If disciplinary proceedings appear warranted, the Dean of Student Affairs will set a date, time, and place for the hearing, and the accused will be so informed by written notice at least 5 days before the hearing. The written notice shall contain the name of the accuser, the specific charge, and the grounds for the charge. The accused will also be given a copy of the disciplinary procedures pertaining to due process. The accused can waive the 5 days requirement before the hearing or can waive the hearing itself, admit the charge, and have the punishment determined by the Dean of Student

Affairs. The accused will be informed of the punishment within 3 days.

4. Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from campus. Notice of the charge of misconduct will be given to the student within 24 hours and the Judiciary Committee will hold the hearing within 5 days.

Procedure Before the Judiciary Committee

1. A hearing will be held before an impartial Judiciary Committee. The accused may challenge for cause any member of the Judiciary Committee.
2. An accused has the right to appear at the hearing and to have present at their expense retained legal counsel or other representation. Said legal counsel shall only have the right to provide advice to the accused. An accused has the right to present a defense to the charge and has the right to present any witnesses or other evidence on their behalf. An accused has the right to remain silent.
3. The accuser will be required to be present. The burden of proof is on the accuser and the purpose of the hearing is to ensure substantial justice.
4. A record of the proceedings in the form of a written summary will be made. The College may make a taped record of the proceeding. An accused has the right to employ a court reporter for a formal transcript at their expense.
5. The hearing will not be open unless agreed to "on record" by all parties.
6. The order of the hearing will be as follows:
 - a. Statement by chairman of the committee as to purpose.
 - b. The chairman will read the following concerning the receipt of evidence: "A school is an academic institution, not a courtroom or administrative hearing. The Judiciary Committee is not bound by the rules of legal evidence. The Judiciary Committee is allowed to admit and consider evidence of probative value even though it might not be admissible in a court of law. This includes hearsay."
 - c. Reading of charge(s).
 - d. Evidence and testimony of accuser. The committee has the right to interrogate the accused and any witnesses. The accused has no right to cross-examination.

7. The Judiciary Committee will vote in private. A majority vote is required for conviction. A majority vote will set the disciplinary action.
8. The accused will receive, in writing, the Judiciary Committee's decision within three days.

Judiciary Committee

The Judiciary Committee will be composed as follows: Chairperson (appointed by the President), one faculty Division Chair, two faculty members, two students and two staff members. The Dean of Student Affairs is a non-voting member of the Committee.

Process for Appeal

1. Within three days after receipt of the Judiciary Committee's decision, a student may appeal in writing the decision to the Office of the President.
2. The President or their designee will consider the appeal. A summary of the proceedings before the Judiciary Committee will be presented to the President or their designee for review and consideration.
3. The President or their designee will inform the student of the decision in writing within seven days.
4. The decision by the President or their designee will be final.

Grievance and Appeal Procedure

Jefferson Davis Community College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint a student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Jefferson Davis Community College.

Initial Steps to Resolve a Complaint

Any student enrolled at Jefferson Davis Community College who wishes to make a complaint about any matter, other than a grade appeal, including any form of discrimination of Title IX of the Educational Amendments of 1972 or violation of the rights of the handicapped (Section 504 of the Rehabilitation Act of 1973) should first attempt to resolve the matter with the individual(s) involved. If resolution of the complaint is not possible, the student should make his or her complaint known in writing to the immediate supervisor of the individual against whom the student has the complaint and/or the Dean of Student Affairs in order to seek formal resolution to the problem. If the complaint is about a specific occurrence, the complaint shall be made within 10 working days of the occurrence. If, after

discussion between the student and the respective college official, it is determined that the complaint can be resolved immediately, the College official will take action to resolve the complaint.

Plan of Resolution

If the student's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the College official to whom the complaint was made shall submit a written report to the Dean of Student Affairs. The report shall be submitted within 10 working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President or other respective designated official wish to assist in submitting the report, or instruct the resolution, the President or other official shall inform the submitting official of their intention.

Grievance Procedures

If the student's complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate college official under the paragraphs above and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within 10 working days, shall have the right to file with the Dean of Student Affairs and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the complainant wants considered by the Dean of Student Affairs. If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation or policy which the complainant believes to have been violated. The complainant shall file any claim involving illegal discrimination within 30 calendar days of the occurrence of the alleged discriminatory act or of the date on which the complainant knew or should have known that the alleged discriminatory act took place.

Investigation, Hearing, and Findings

The College shall have 30 calendar days from the date of receipt by the Dean of Student Affairs of the

grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the complainant of the findings arising from the hearing. The Dean of Student Affairs shall report the findings to the complainant by certified mail, return receipt requested, sent to the complainant's home address.

Investigation Procedures

The Dean of Student Affairs, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulations or policy, if any. The factual findings from the investigation shall be stated in a written report. The report will be submitted to the complainant and to the party against whom the complaint was made, the "respondent," and shall be made a part of the hearing record, if a hearing is requested by the complainant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. The Dean of Student Affairs shall also present publications or verified photocopies containing relevant statutes, regulations and policies for the hearing record. In the event that the complainant does not request a hearing, the Dean of Student Affairs' report and a recommendation for resolution of the complaint shall be filed with the President and a copy provided to the complainant and respondent. Complainant's copy of the report will be mailed to his or her home address by certified mail, return receipt requested.

Hearing Procedures

In the event that the complainant requests a hearing within the designated time frame, the President shall designate a qualified, unbiased person, hereafter referred to as the Hearing Officer, or committee to conduct the grievance hearing. If a committee is appointed, the Hearing Officer shall serve as the chairperson. The Hearing Officer shall notify the complainant, and each respondent, of the time and place of the hearing at least 72 hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the complainant and respondent shall be read the grievance statement. After the grievance is read into the record, the complainant will have the opportunity to present such oral testimony and other supporting evidence as they shall deem appropriate to their claim. Each respondent shall then be given the opportunity to present such oral testimony and other evidence as they shall deem appropriate to

the respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorneys or personal representatives, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the respondent, the College representative shall not be an attorney unless an attorney or other personal representative assists the complainant.

The hearing shall be recorded either by a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Report of Findings

Following the hearing, there shall be a written report to the President of the findings of the Hearing Officer, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and hearing, thereon.

The Dean of Student Affairs shall report the findings to the complainant by certified mail, return receipt requested, sent to the complainant's home address.

Available Appeals

The Complainant may file an appeal of the report with the President. Complainant must state clearly and specifically the objections to the findings and/or decision of the Dean of Student Affairs. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the Dean's report, the right to further appeal will be forfeited.

The President will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study the complainant's allegations and make a written report of findings to the complainant. The

Complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

If the grievance involves a claim of illegal discrimination, the complainant shall have the right to appeal the decision of the Hearing Officer or committee to the Chancellor of the Alabama Community College System provided that:

1. A notice of appeal is filed with the President and the Chancellor of the Alabama Community College System within 15 calendar days following the complainant's receipt of the committee report, and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) or recommendation(s) of the Hearing Officer or committee.

If the appeal is not filed by the close of business on the 15th day following the complainant's receipt of the report, the complainant's right to appeal shall be forfeited.

Chancellor's Review

The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and report of the President, hold a formal hearing, and make written report of findings to complainant. Complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

General Rule on Filings

If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

Academic Honesty Policy

Students and instructors share responsibility in promoting and maintaining an environment that supports academic integrity. Not maintaining academic honesty minimizes the learning process and threatens the learning environment for all students. Students should avoid academic misconduct, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

- a. **Plagiarism** – Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another without providing proper documentation to the author through quotation, reference, and citation. Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, or data without proper documentation. Both are a form of conduct in which the instructor can impose appropriate academic sanctions. Students

who doubt as to whether they are providing proper documentation have the responsibility to consult with the instructor and obtain guidance.

- b. **Cheating** – A form of dishonesty where a student attempts to give the appearance of a level of knowledge that has not been obtained in order to influence performance on examinations and assignments.
- c. **Procedures for Handling Incidents Affecting Academic Honesty** – Instructors are responsible for establishing and communicating to students their expectations of behavior and the importance of academic honesty. The instructor will be responsible for investigating incidents affecting academic honesty or misconduct, determining the circumstances, and taking appropriate actions, including but not limited to the following:
 - Reprimanding the student orally and in writing with a clear warning about subsequent incidents.
 - Requiring that an assignment be redone or a test be retaken.
 - Imposing a grade of "F" or "0" for the respective assignment or test.
 - Recommending to the Dean of Instruction an "F" for the respective course.
 - Recommending to the Dean of Instruction removal of the student from the course.
 - Recommending to the Dean of Instruction academic probation or expulsion from the College.

The student will receive written notification from the instructor indicating the instructor's action or recommendation. If a student is not satisfied with the action taken by the instructor or the instructor's recommendation to the Dean of Instruction, he or she may file a written appeal to the Dean of Instruction within five business days of receipt of the instructor's written notification.

- Within five business days of receipt of the appeal, the Dean of Instruction will determine the course of action regarding the accusation. If during this period of time a meeting is held with the student, the student can admit to violating the Academic Honesty Policy and waive the right to a hearing before the Judiciary Committee. Punishment will then be determined by the Dean of Instruction. The student will be informed of the punishment within three business days.

- If disciplinary proceedings appear warranted, the Dean of Instruction will set a date, time, and place for a hearing with the Judiciary Committee, and the student will be so informed by written notice at least five business days before the hearing. The written notice shall contain the name of the instructor, the specific charge, and the grounds for the charge. The student will also be given a copy of the procedures pertaining to due process and procedures before the Judiciary Committee. The student can waive the five business days requirement before the hearing or can waive the hearing itself, admit to the charge, and have the punishment determined by the Dean of Instruction. The accused will be informed of the punishment within three business days.

For additional information see the section entitled "Procedure before the Judiciary Committee" in the College Catalog.

Grade Appeal

If any student suspects an error with his or her grade, he or she should schedule a consultation with the instructor for that course. It is the philosophy of Jefferson Davis Community College that grade appeals be handled as informally as possible.

If the student does not receive satisfaction from the instructor, the Division Chair should confer with the student and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Division Chair and submitted to the Dean of Instruction. If a grade change is required on the student's permanent record, the instructor should complete the Change of Grade Form and submit it to the Dean of Instruction.

If closure is not reached, the student may file a formal grade appeal with the Dean of Instruction. This request must be submitted as a formal letter, including an original signature. Copies will not be accepted. The appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, the grade requested, and details of the previous attempts at resolving the situation.

Formal Grade Appeal Process

Only after full and comprehensive attempts by faculty and students to resolve grade appeals and those attempts have failed should the formal appeal process be followed.

The formal grade appeal should be initiated by the student prior to the last day of classes of the semester following the semester which the grade was issued. **Appeals after this deadline will not be considered.**

Upon receipt of the formal appeal, the Dean of Instruction will determine a course of action which may include sending the written grade appeal to the

Judiciary Committee.

If a hearing before the Judiciary Committee seems warranted by the Dean of Instruction, the Judiciary Committee will set a date, time, and place for a hearing; and the student will be so informed by written notice via certified mail at least five business days before the hearing. The student will be given a copy of the procedures pertaining to due process and procedures before the Judiciary Committee. The committee will review the appeal letter, transcript, instructor's records, tests, papers, reports, projects, and any other relevant documentation.

Other Concerns or Complaints

Students and prospective students should be aware that, should they have concerns or complaints related to the management or conduct of the Title IV financial assistance programs or to misleading or inappropriate advertising and promotions of the College's educational programs, students should follow the regular student grievance procedure. To the extent possible, students must seek a resolution of such matters through the grievance procedure before involving others. Should the College not be able to resolve the problem, the student should contact The Alabama Center for Postsecondary Education Chancellor's Office, 135 South Union Street, Montgomery, Alabama 36104-4340; P.O. Box 302130, Montgomery, Alabama 36130-2130.

POLICIES

Food/Drink in the Classroom Policy

Students should not eat or drink in any instructional areas. Under no circumstances should they take food or drink into a classroom or laboratory without permission from the instructor responsible for that area. If students have a medical reason for needing to eat or drink during a class or lab, they should inform the instructor. Wherever students consume food or drink on campus, they should properly dispose of all wastes in the receptacles provided. Leftover liquids should be emptied before cans or cups are placed in waste receptacles.

Student Publication and Media Policy

The purpose of any student publication or involvement in media experiences (Webpage development or operation) is to provide a laboratory experience to students interested in publishing their written works, producing a publication, or contributing to the College's established Webpage. The following

policies cover all student publications or student involvement in other college media.

1. In all phases, any student publication, print or electronic, shall be produced so as to reflect high standards within a suitable code of conduct.
2. Recognized principles of journalistic and electronic ethics will be followed, including these practices:
 - Student publications should be edited in a spirit of tolerance, restraint, and goodwill.
 - Standards of good taste should be followed. Vulgar or defaming expressions to include expressions promoting hatred of any person or groups will not be published or tolerated.
 - The editors and advisors shall be conscientious to avoid libelous statements.
 - Students wishing to have their work published must sign an appropriate release form giving the College permission to publish their work.

Computer Resources Acceptable Use Policy

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Jefferson Davis Community College (JDCC) computing resources. Computing resources are defined as all JDCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals, supplies, and network resources (i.e. Internet Access, or any other service based on computer technology provided by JDCC). These guidelines supplement existing institutional policies, as well as all applicable state and federal laws and regulations.

In those cases when information is transmitted across regional networks or Internet, JDCC users are advised that acceptable use policies of those networks apply and may limit access.

The College endorses the Educom Code, which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

The EDUCOM Code, a statement of principle about intellectual property and the legal and ethical use of

software, was developed by the EDUCOM Software Initiative and intended for adaptation and use by individuals, colleges, and universities. *EDUCOM Review*, EDUCOM, Washington, DC, Vol. 26, Number 1, Spring 1991, page 13.

User Responsibilities

The computing resources at JDCC are intended to support research, educational, and administrative endeavors of students, faculty, and staff. However, usage for personal activities such as reading of personal e-mail and Internet searches is acceptable, as long as it does not prevent someone from using the resource for an institutional purpose, and does not violate any of the guidelines listed below. Access to and use of JDCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, suspension, or dismissal from JDCC and/or criminal prosecution if laws have been broken.

Employees who access the College's administrative computer records should assume the information contained in those records is confidential; to be accessed and used only as needed to perform their job duties. The privacy policies for student records are outlined in "The Family Educational Rights and Privacy Act of 1974."

Electronic mail is intended to be a convenient way for the faculty, staff, and students to communicate with one another and colleagues at other locations. It is not the practice of JDCC to monitor the contents of electronic mail messages. However, the information in electronic mail files should not be assumed to be confidential and may be subject to disclosure under certain circumstances; for example, requests filed under the Alabama Open Records Act or during audit or legal investigations.

The following activities are prohibited on all JDCC computing resources:

1. Altering system software and/or hardware configurations, including but not limited to the JDCC Websites, without authorization of the JDCC MIS department.
2. Originating, distributing, or proliferating, via the Internet or any other means, material that is offensive for the sake of offensiveness, or that threatens, abuses, libels, slanders, or harasses others.
3. Accessing material in such a manner as to harass, abuse, slander, libel, threaten, or infringe upon the rights of others.

4. Use of computer communications in ways that unnecessarily impedes the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, sending or soliciting chain letters, and/or sending unsolicited bulk mail messages).
5. Installing, copying, distributing, or using software that has not been authorized by the JDCC MIS Department.
6. Unauthorized use, duplication, or transmission of copyrighted material (including software).
7. Using computing resources for illegal activities.
8. Accessing or attempting to access another user's files, e-mail, or other computing resources without their permission. E-mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading, or altering another's e-mail without permission.
9. Allowing unsupervised access to equipment or accounts by persons other than those to whom such equipment and accounts are assigned.
10. Using computer resources for commercial or profit-making purposes without written authorization from the President of JDCC.
11. Any use that results in direct cost to JDCC without written authorization from the President of JDCC.
12. Creation and/or distribution/use of viruses or other destructive/disruptive programs.
13. Any use that might be construed as sabotage and/or vandalism.
14. Reselling of the Internet connectivity and/or services.

The above list is not to be considered all-inclusive. Violations of the above will render a student subject to disciplinary action under the procedures that provide for adequate notice and a fair hearing.

Agents, Vendors, and Solicitors

An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling,

as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

Fundraising

Fundraising at Jefferson Davis Community College is considered to be any organized activity or instance of soliciting donations, whether they are in the form of equipment, materials, supplies, services, in-kind contributions, cash, or pledges. When approving fundraising activities, consideration will be given to supporting projects that are consistent with the mission of the College and limiting the potential diversion of funds to projects. All fundraising activities must enhance the image and visibility of the College. When a group fundraises under the College umbrella, an individual receiving the solicitation from that group does not differentiate between that request and other JDCC solicitations. Fundraisers must be concerned with the content, appearance, timeliness, and accuracy of information given to donors. Therefore, all correspondence, posters, signage, etc. must be approved prior to the activity or event. All fundraising activities must have the prior approval of the President or designee.

Policies Governing Social Events

It is expected that all social activities support standards of good taste and compliance with college regulations. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests.

For college-sponsored events, students must present a current college ID for admission. On special occasions where students may bring guests to events such as dances, charges may be imposed. JDCC students will be held responsible for the conduct of their guests. Persons seeking admission to college-sponsored activities who are not with a JDCC student should be politely refused admittance. This does not apply to events such as athletic events, plays, or other open admission events sponsored by the College for the community.

Social events, meetings, or other activities should be scheduled at a reasonable time so that class attendance will not be hindered.

The College does not, under any conditions, approve of the use of alcoholic beverages. Public display or the use of alcoholic beverages or other drugs on campus is prohibited.

The type of event will determine chaperones. Generally, at least one faculty member should be present. For events held on campus, a security guard will be easily accessible. The responsibility of the social event will rest entirely with the organization and its advisor (sponsor).

The practice of **Hazing** in any form is prohibited at Jefferson Davis Community College. Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, excessive fatigue, deprivation of normal sleep, engaging in public stunts, morally degrading or humiliating activities, and other activities that are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the College. No club or organization shall allow any of its members or other persons to participate in any hazing ceremony, activity, or practice. It is also against the law in Alabama to participate or to allow participation in any form of hazing.

Quiet Week will extend through the five class days immediately preceding final examinations. During this period, instructors are requested not to require activities that will take students from other classes. The purpose of "***quiet week***" is to allow students and faculty members to give full attention to preparation for final examinations. Students and student organizations should not schedule social activities during quiet week or during the week of final exams.

Any and all students and/or persons participating in an unauthorized group meeting on JDCC campuses that creates a disturbance or causes destruction of college or personal property or brings discredit to the College shall be subject to disciplinary action and possible civil action. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity as spectators. Any student that can be identified personally by college officials and/or through photographs taken at the scene of the disturbance will also be defined as a participant.

Campus Security Policy

The information contained in this disclosure document is provided by Jefferson Davis Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (34 CFR 668.46). Inquiries regarding the information contained herein should be directed to the Dean of Business Affairs, Brewton Campus, P.O. Box 958, Brewton, Alabama 36427.

Jefferson Davis Community College is dedicated to providing its students, faculty, and staff a crime-free and safe environment in which to work and learn. To accomplish this, the College has taken steps to provide help and assistance when needed. A night administrator is on duty each evening on both the Atmore and Brewton Campuses. The College contracts with a security service to provide security personnel for the Brewton Campus. The security service is not a full-time service and is intended to provide a security presence on the Brewton Campus to supplement local law enforcement agencies. The Atmore Campus is equipped with video surveillance cameras.

Reporting Criminal Actions or Other Emergencies

It is the policy of Jefferson Davis Community College that any criminal act; or threat of violence; injury; destruction of college or personal property; traffic accident; or other situations which occur on the Atmore or Brewton Campus, of any branch campus, or any other sites operated by Jefferson Davis Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to the following designated persons:

Atmore Campus	911 (if emergency), then call 251-368-7666
Brewton Campus	911 (if emergency), then call 251-809-1666

If you witness any emergency, call 911, then call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus) as soon as possible. Provide your name and telephone number, where the incident occurred, a description of the parties involved, and the tag number if a vehicle was involved.

If you are assaulted or witness an assault, call 911 as soon as possible, then call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus). If you are a resident of Lakeview, notify the Resident Manager as soon as possible or call 911, then call 251-809-1666 (Brewton Campus). Try to remember as much about the assailant as possible. Important characteristics should include: sex, race, hair color and length, body size, description of clothing, scars, mode of travel, type and color of vehicle and license number. You should resist personal involvement in the situation, leave the area, and try to prevent others from approaching the area. College officials will notify police agencies.

If you receive a bomb threat, remain as calm as possible. Try to obtain the following information from the caller or person making the threat:

1. Type and location of bomb
 2. Time set for the explosion

Give special attention to any distinguishing characteristics of the caller's voice. Make a note of any background noise you hear. Call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus) immediately. The College President and Emergency Coordinator will determine if evacuation of buildings is required and will take other appropriate action. If buildings are evacuated, do not open any drawers or cabinets and do not turn lights or other electrical machinery on or off before leaving building.

If you see anyone on campus with a firearm, call 911 as soon as possible then call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus) immediately. Firearms are prohibited on

campus or on any other facility operated by the College.

Note: (See General Policies Section of this catalog.)

In case of illness or injury (including automobile accidents), contact or, if necessary, have someone else call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus). If medical help is deemed necessary, appropriate steps will be taken to get the victim prompt assistance. If the condition of the victim is serious/critical, call 911 immediately to request assistance, then call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus).

If you find a suspicious package or envelope (Ex.: if it has powdery substance, oily stains, discolorations, or odor; excessive masking tape, string, etc.; protruding wires or aluminum foil; ticking sound; excessive postage; poorly written address and no return address; or uneven envelope or package), do not touch, shake, remove the cover, or empty the contents. Contact JDCC personnel at 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus) who will notify appropriate authorities. Alert others, leave the area, close any doors, and take actions to prevent others from entering the area. Create a list of persons who were in the area when the suspicious letter or package was recognized. If contents of package have spilled, do not sniff, touch, taste, or look closely at it.

If you are a witness to any situation that fits into any of the above described categories, you should make yourself available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for a Jefferson Davis Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described under the above subheading "Reporting Criminal Actions or Other Emergencies."

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described under the above subheading "Reporting Criminal Actions or other Emergencies," to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of JDCC. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of any act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency, which is due to be notified of the respective incident.

During tornado warnings, move to the first floor of building into hallways. Stay clear of windows and exterior doors. Leave vehicles and seek shelter in a building. Do not use Neal or Patterson Auditoriums for shelter.

If you are trapped in debris, stay in your area so that you don't kick up dust, cover your mouth with a handkerchief or clothing, and tap on a pipe or wall so that rescuers can hear where you are. Shout only as a last resort—shouting can cause a person to inhale dangerous amounts of dust.

In case of inclement weather, college officials will take appropriate action when severe weather conditions exist. Students and employees will be notified if classes are cancelled during the regular class hours through the JDCC emergency communication system, "JD Alert." If there is a question regarding the closing of the College when severe weather is threatening during hours when class is not in session, information may be obtained by contacting the JDCC Crisis/Disaster Information Hotline at 251-867-0593 (Brewton) or 251-368-9371 (Atmore).

In case of a major gas leak, do not switch on or off any electrical equipment before leaving building.

If buildings are evacuated, leave by nearest marked exit and alert others to do the same. Assist any disabled persons in exiting buildings. Once outside, proceed to a clear area as designated by college officials from the affected building. Do not return to an evacuated building unless told to do so by a college official. Do not leave area until a headcount has been taken.

In case of fire within any building on any campus of Jefferson Davis Community College, proceed according to the following plan:

1. **WARN OTHERS**—The person discovering the fire should sound the alarm immediately by pulling the alarm located in the buildings near exit areas.
2. **CALL 911 as soon as possible, and then call 251-368-7666 (Atmore Campus) or 251-809-1666 (Brewton Campus).** Relate the problem and the location. JDCC personnel will call the fire department if necessary and arrange for someone to meet the fire department personnel.
3. **EVACUATE THE BUILDING**—All persons should evacuate the building when the alarm sounds or when instructed to do so.
4. **STAY CLEAR**—Instructors and other college personnel should make certain that occupants are evacuated at least 500 feet from the structure to enable fire department personnel to perform needed tasks.
5. **COUNT HEADS**—Instructors/division chairs should make certain that all students/employees are out of the building and will immediately notify fire department personnel if someone is missing.
6. **KEEP ACCESS ROADS OPEN**—College personnel should ensure that roads are kept open for emergency vehicles.

7. **USE FIRE EXTINGUISHER IF APPROPRIATE** Use fire extinguishers only if fire can be contained and no danger exists.
8. **STAY IN A SAFE AREA**—No one should return to the building until they are told to do so by fire department personnel or a college official.

Fire Prevention

1. Use and store flammables properly;
2. Keep combustible materials away from heat;
3. Report faulty electrical equipment and cords;
4. Learn the location and use of fire extinguishers.

AREA DISASTER RESOURCES

Brewton

Police Department	251-867-3212
Fire Department	911
Escambia County Sheriff	251-867-0304
State Law Enforcement Agencies.....	911
Ambulance Services	911
Escambia County Health Department	251-867-5765
D.W. McMillan Hospital.....	251-867-8061
American Red Cross.....	251-867-3426
State & County Highway Departments ...	251-867-0236
Emergency Management/ Civil Defense	251-867-0232

Atmore

Police Department	251-368-9141
Fire Department.....	911
Escambia County Sheriff	251-368-4779
Poarch Tribal Police.....	251-368-4442
State Law Enforcement Agencies.....	911
Ambulance Services	911
Escambia County Health Department	251-368-9188
Atmore Community Hospital	251-368-2500
American Red Cross.....	251-368-3643
State and County Highway Departments	251-867-0236
Emergency Management/ Civil Defense	251-867-0232

STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act requires that each student be provided a breakdown of campus crime statistics. Disclosures required by this law are made available to students, faculty, staff, and the general public. JDCC's data, as well as the data for

thousands of other schools, is made available to the general public through the United States Department of Education. A link to the U.S. Department of Education's Website and the Campus Safety and Security Report can be found on the JDCC Website.

Campus SaVE Act: Policy Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking

Introduction

Jefferson Davis Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), JDCC has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the JDCC community (students, faculty, and staff) as well as visitors to the College.

Jefferson Davis Community College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by JDCC policy, as well as state and federal laws. Individuals who the College determines engaged in these types of behaviors are subject to penalties up to and including dismissal from JDCC, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes asserted violent misdemeanor or felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Reporting an Incident

Jefferson Davis Community College encourages any member of the JDCC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or who knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident in writing to the Dean of Student Affairs. The Dean of Student Affairs, located in the Wallace Building on the Brewton Campus, will assist students by assessing the incident, advising the victim on how he or she can seek legal protection, and making the victim aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Dean of Student Affairs can assist the victim in notifying the local police department with jurisdiction over the crime. **In case of emergency or ongoing threat, a victim should get to a safe location and call 911 immediately.** Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident in writing to the Director of Human Resources, located in the Neal Building on the Brewton campus.

Victims are not required to report to area law enforcement in order to receive assistance from or pursue any options within Jefferson Davis Community College. Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the victim decides to proceed with criminal charges.

Written Notification of Rights and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy. These rights and options include the right(s) of a victim to:

- Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- Request that the police remain at the scene until your safety is otherwise ensured;

- Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence, and;
- Obtain a copy of the police incident report from the police department.

Procedures Victims Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option. The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic violence, or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, text messages, or other communications sent by the stalker, should be saved and not altered in any way.

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, Jefferson Davis Community College is committed to providing them a safe learning or working environment. Upon request, JDCC will make any reasonably available change to a victim's academic, living, and working situation. When a reported incident of abuse involves more than one member of the JDCC community, the Dean of Student Affairs may also issue a No Contact order, prohibiting the individuals from contacting one another, either on or off campus.

Jefferson Davis Community College is committed to ensuring that orders of protection issued by courts are fully upheld on all College owned, used, and controlled property. Therefore, if any member of the JDCC community obtains an order of protection or restraining order, he or she should promptly notify the Dean of Student Affairs and provide the Dean with a copy of that order so that the College can enforce it. JDCC is also

committed to protecting victims from further harm, and if the Dean of Student Affairs determines that an individual's presence on campus poses a danger to one or more members of the College community, the Dean will issue an institutional No Contact or No Trespass Order barring that individual from JDCC property.

Victim Confidentiality

Jefferson Davis Community College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. JDCC is committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community.

Reports of sexual assault, domestic or dating violence, or stalking will be treated with the greatest degree of respect and privacy possible while still fulfilling JDCC's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the victim's choice whether or not to participate in the investigation; however, the College may proceed with the investigation without the victim's participation if there is a potential threat to other members of the College community.

A victim's ability to speak in confidence and with confidentiality may be essential to his or her recovery. JDCC thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence and stalking with as much respect and privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy.

While federal law requires Jefferson Davis Community College to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of victims.

Conduct Proceedings

Jefferson Davis Community College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other visitors to the College may also face action by Jefferson Davis Community College. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering

an individual's work or class schedule or a student's Lakeview housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on immediate temporary suspension.

If an investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Dean of Student Affairs for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources will handle any incidents involving employees and College affiliates who are found by the College to have engaged in behavior that violates College policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

Jefferson Davis Community College seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within thirty (30) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond thirty (30) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters, the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigation and adjudication proceedings conducted by the College concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and the respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the Student Code of Conduct, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will

be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Dean of Student Affairs will have discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to the Student Affairs Judiciary Committee. If the Committee hears such charges and issues a finding of responsibility against a student respondent, the Committee will also recommend sanctions to the Dean of Student Affairs.

When the Dean of Student Affairs completes an investigation and/or when the Student Affairs Judiciary Committee issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within seven (7) business days of the outcome of the investigation or hearing. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding to the College President. If an appeal is presented to the President, both parties will receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Educational Programs

Jefferson Davis Community College is committed to increasing the awareness of and prevention of violence. JDCC makes continued efforts to provide students and employees with education and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assault, domestic violence, dating violence, and stalking, the College offers the following practical guidance for risk reduction, violence prevention, and bystander intervention.

Certain contributing factors repeatedly surface in acquaintance rape situations: ineffective communication, the use of drugs and alcohol, and sex role stereotypes. Understanding some of these factors can help prevent sexual assaults.

If a person uses force, coercion, or threats to compel another individual to have sex against his or her will, that person has committed rape even if that individual:

- had sex with him or her before;
- thinks he or she has been teased and led on;
- heard that some people say "no" but mean "yes,"

- thinks it's "acceptable" to use force to get your way.

Being turned down for sexual relations is not necessarily a personal rejection. A person who says "no" to sexual relations is expressing his or her unwillingness to participate in a specific act at a specific time.

Accept a person's decision. "No" means no. STOP when the person says "no." Don't assume:

- that just because a person flirts or dresses in a manner you consider sexy that he or she wants to engage in sexual relations.
- that previous permission for sexual relations means a person is under a continuing obligation to have sex with you.
- that your date wants the same degree of intimacy that you do.
- that spending money on a date entitles you to sex.

Protecting Yourself and Your Friends

- Say "no" when you mean no. Communicate your limits clearly. Know what you are feeling, and express yourself clearly.
- When someone says no, respect the "no."
- Be assertive. Be direct and firm with someone who is pressuring you sexually. If someone starts to offend you, respond promptly and firmly. Overly polite approaches might be misunderstood or ignored. If you are initiating the sexual activity make sure that consent is freely and willingly present.
- Trust your intuition. If you feel you are being pressured into unwanted sexual relations, don't hesitate to express your unwillingness, even if it might appear rude. Leave the situation as soon as possible.
- If you feel a person is hesitant about having sexual relations with you, stop and make sure that consent is freely and willingly present before proceeding.

- Think ahead about getting home. Be prepared when you are away from home to be able to leave the situation if you need to. Coordinate plans with friends and arrange transportation. Always carry cab fare.
- Attend large parties with friends you can trust. Agree to look out for one another.
- Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking, effective communication, and your ability to respond in your own best interest.
- Date Rape Drugs: GHB and Rohypnol (roofies) are colorless and odorless drugs that can be placed in drinks (alcoholic and non-alcoholic), causing unconsciousness and amnesia. Do not accept drinks from strangers. Discard any drink you have left unattended.

Active Bystanders Can Make a Difference

- Educate yourself about sexual assault and sexual harassment.
- Talk with friends and make a commitment to intervene when you see a situation in which another person is in danger of being sexually harassed or sexually assaulted.
- Trust your intuition. If a situation does not look right, stop it. Seek assistance if necessary.
- Interrupt a compromising situation. Think ahead about ways you would interrupt; including distraction, separating people, enlisting other people to intervene and make sure to bring the person of concern to a safe place.
- Stop someone if you witness an attempt to force sex on another person. Seek assistance if necessary.
- Help when you see that someone is intoxicated or drugged and bring them to a safe place. Remember someone who is intoxicated or drugged cannot give consent.
- Confront friends or acquaintances who say exploitive or demeaning statements about others or brag about sexual experiences.

The College Counselor, located in the Wallace Building on the Brewton campus, offers one-on-one counseling

and educational resources to the victims of sexual assault, domestic assault, dating violence, or stalking, including a referral network for medical treatment, counseling services, and advocacy that victims may wish to utilize.

Campus Access after Hours

Jefferson Davis Community College facilities are open to students, faculty, and staff during normal hours of operation for approved college and educational purposes. While the college endeavors to provide an open academic environment, college officials and Campus Security are also concerned with providing a safe environment and may request to see your JDCC student identification card at any time. After regular operating hours or when the campus is closed, Campus Security may, at their discretion, deny access to anyone who is unable to produce proper identification; to anyone they believe has no legitimate business on campus; or to anyone whose presence causes a safety concern to themselves or others.

Security of and Access to Campus Facilities

All buildings are open by 7:30 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to ensure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. Campus security personnel report light outages to the college maintenance department for light replacement. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

Campus Law Enforcement Policies and Practices

Jefferson Davis Community College, in its efforts to provide the best campus security possible with the resources available, contracts with a security service to provide security personnel for the Brewton Campus. The security service is not a full-time service and is intended to provide a security presence on the Brewton Campus to supplement local law enforcement agencies. The Atmore Campus is equipped with video surveillance cameras. The Atmore Campus personnel will contact the Atmore Police at 251-368-9141, and the Brewton Campus personnel will contact the Brewton Police Department at 251-867-3212 when law enforcement is required.

Methods for Distribution of Printed Security Information and Crime Statistics

The College Catalog is available to students and employees via the College Website. Catalogs are also distributed to students during orientation classes. Students and staff will be encouraged to "share responsibility" in crime prevention and will be asked to promptly report any crimes to college officials. New employees will receive a copy of the Catalog as part of the employment package. Crime statistics are on the College's Website.

Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations or Functions

It is the policy of the College to provide a safe environment for students at all off-campus student activities. Staff supervision is provided for such events. Any criminal act; act or threat of violence; injury; or other such situations which occurs while at an off-campus activity or event should be reported immediately to the professional staff person assigned to supervise the activity. These staff persons would immediately contact the appropriate law enforcement department or emergency personnel if assistance were required.

STUDENT RECORDS POLICIES AND PROCEDURES

For Jefferson Davis Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), policies and procedures have been established. *These policies and procedures apply to the records of students who are enrolled or who have previously enrolled at the College on campus or via video conference, satellite, internet, or by other electronic means. They do not apply to persons who have been admitted to the College but never enrolled.* Jefferson Davis Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, when a student has attained 18 years of age or is attending a postsecondary education institution, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Education records are defined by FERPA to include, but are not limited to records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Annual Notification of FERPA Rights

Jefferson Davis Community College will give annual notice to current students of their rights under the Act by publishing information in the Catalog. A copy of this policy will be on file in the library on both the Brewton

and Atmore Campuses. The College's official in charge of the Fountain and Holman sites will have a copy of this policy. The policy is also available on the College Website.

Students' Access to their Education Records

All students have the right to review their education records with the following exceptions as outlined by FERPA:

- Financial information submitted by parents;
- Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;
- Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors;
- Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student.

To review records, students and former students may go to the Registrar's Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Registrar's Office. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance, or, if accepted, do not attend.

The permanent record for each student shall consist of:

- Application for admission
- Appropriate transcripts (high school, GED, other colleges attended)
- Transcript of coursework completed at the College
- Residency form (for those students since 1997)
- Correspondence with student
- Registration forms
- Schedule change forms
- Withdrawal forms

Challenge of the Contents of Education Records

Students may challenge information in their education records that they believe to be incorrect or inappropriate. This challenge must be in writing and must be submitted to the appropriate Dean responsible for the record. The Dean must decide within a reasonable period of time whether corrective action will be taken, and the Dean must provide written notification to the student and the Registrar of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Affairs.

The following procedures shall apply:

- The hearing panel will be the Admissions/Academic Standards Committee.
- Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions/Academic Standards Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
- Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice including an attorney at their expense.
- Decisions made by the Admissions/Academic Standards Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student, the Dean of Student Affairs, and the Registrar.
- The Registrar's Office will correct or amend the education record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
- Should the College decide not to amend the record in accordance with the student's request, the Registrar must inform the student that he or she has the opportunity to place with the education record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained as part of the record for as long as the College holds the record. This record, when disclosed to an authorized party, must include the statement filed by the student.

Disclosure of Education Records Information

Jefferson Davis Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information. Directory information may be made available to the public without a student's consent. The following categories of information have been designated by Jefferson Davis Community College as directory information:

1. Student's name, address, telephone number
2. Dates of attendance
3. The most recent previous educational agencies or institution attended by the student
4. Weight and height of a member of an athletic team
5. Major field of study, degree desired, and classification
6. Participation in officially recognized activities and sports
7. Degrees and awards received
8. Full-time/part-time attendance
9. E-mail address

If any student has an objection to any of the aforementioned information being released about himself or herself during any given semester or academic year, the student should notify, in writing, the Registrar's Office during the first three weeks of the respective semester or academic year. This form must be resubmitted annually.

FERPA established rules stating that some personnel and agencies may have access to students' education records without written consent of the students. Jefferson Davis Community College will disclose information from a student's education record only with the written consent of the student except:

1. To school officials determined by the institution to have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person employed by or under contract to the College to perform a special task, such as an attorney or auditor; performing a task that is specified in his or her job description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service

- or benefit relating to the student or student's family, such as health care, counseling, advising, job placement, or financial aid. When doubt is raised by the Registrar about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of the College.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
 3. To authorized personnel of the following government agencies if the disclosure is in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs:
 - Comptroller General of the United States;
 - Secretary of Education;
 - U.S. Attorney General (for law enforcement purposes only);
 - State and local education authorities.
 4. To any party who is providing financial aid to the student ("financial aid" does not include any payments made by parents) (conditions exist).
 5. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of the College.
 7. To accrediting organizations to carry out their accrediting functions.
 8. To parents of eligible students who claim the student as dependents for income tax purposes. The parents must furnish a copy of their most recent Federal Income Tax Form.
 9. To appropriate parties in a health or safety emergency subject to a determination by the President or the Deans or their designees.
 10. To personnel complying with a judicial order or lawfully issued subpoena, provided the Registrar's Office makes a reasonable attempt to notify students in advance of compliance. The College is not required to notify students if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.
 11. To an alleged victim of any crime of violence or the results of any institutional disciplinary proceeding against alleged perpetrator of that crime with respect to that crime.
 12. To appropriate parties in response to requests for directory information.
 13. To parents/legal guardians when their children (under age 21) are found to have violated the alcohol policy of the College (Warner Amendment).
 14. To appropriate parties requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offender (Foley Amendment).
 15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
 16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Student recruiting information is directory information.
 17. To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
 18. To authorized personnel of the Department of Veterans Affairs for students receiving educational assistance from the agency.

Students' Rights after Ceasing Attendance or Graduation

Students who have ceased attendance or have graduated from Jefferson Davis Community College have basically the same FERPA rights as students currently attending including the right to:

- Inspect their education records;
- Have a hearing to amend an education record; and
- Have their education record privacy protected by the College.

Former students do not have the right to request of the College non-disclosure unless they asked, at

their last opportunity as students, that no directory information be disclosed.

Privacy Rights of Deceased Students

For 25 years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

Family Policy Compliance Office

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Policy for Ownership of Student Work

The ownership of student work(s) submitted in fulfillment of academic requirements shall be with the creator(s). The student, by enrolling in the institution, gives the institution a nonexclusive royalty-free license to mark on, modify, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the course syllabus. The institution shall not have the right to use the work in any other manner without the written consent of the creator(s).

DRUG AND ALCOHOL FREE CAMPUS

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Jefferson Davis Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226:

1. The College expects its students to obey all federal, state, and local laws concerning possession, use, distribution and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students when such violations occur on the College campus or during an activity officially approved by the College.

2. The College also expects its students to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the College will refer to the appropriate enforcement agency any student who is in violation of such laws.
3. The College also expects its students to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser, including, but not limited to, cardiovascular disease, liver failure, and death.
4. The College expects its students to be aware that they may seek information about drug and alcohol abuse and may seek aid in the form of referrals to the appropriate treatment programs and support groups by contacting the Dean of Student Affairs.
5. The College reserves the right to require students who violate the statutory laws or policies of the College concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment at the College.
6. Nothing in this policy may be construed in such a way as to deny any students their rights to due process or any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

DISCLAIMER

The provisions of this catalog and student handbook do not constitute an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement at any time within the student's term of enrollment. The College further reserves the right to ask the student to withdraw from classes for just cause.

Academic advisors will make every effort to assist students in the planning of academic and technical programs and enrollments. However, the ultimate responsibility for proper course enrollment and the fulfillment of graduation and/or transfer requirements rests with the individual student.

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ADJUNCT FACULTY

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Consumer Information

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, the College must disclose consumer information. Each topic is listed with the page number on which the information is located and/or a link to the information. If you need assistance obtaining information or you would like a copy, contact the office of the Dean of Student Affairs or the respective location noted. The Dean of Student Affairs may be contacted at (251) 809-1594 or david.jones@jdcc.edu.

Accreditation Information

<http://www.jdcc.edu/heas/accreditation>

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Athletic Graduation and Retention Rates

<http://www.jdcc.edu/heas/graduationandretentionratesforstudentathletes>

Athletic Program Participation and Financial Support

<http://www.jdcc.edu/heas/athleticprogramparticipationandfinancialsupport>

Campus Safety and Security

<http://www.jdcc.edu/heas/campussafetyandsecurity>

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Completion/Graduation/Transfer-Out

<http://www.jdcc.edu/heas/completiongraduationtransferout>

Computer Use, File Sharing, & Copy Infringement Policies

<http://www.jdcc.edu/heas/computerusefilesharingandcopyinfringement>

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Cost of Attending College

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<http://www.jdcc.edu/heas/textbooks>

<http://www.jdcc.edu/heas/netpricecalculator>

Description of Academic Program

<http://www.jdcc.edu/heas/academicprograms>

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Employment for Graduates

<http://www.jdcc.edu/heas/employmentforgraduates>

Facilities and Services for Disabled Students

<http://www.jdcc.edu/heas/facilitiesandservicesfordisabledstudents>

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Faculty

<http://www.jdcc.edu/heas/faculty>

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Family Education Rights and Privacy Act (FERPA)

<http://www.jdcc.edu/heas/FERPA>

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Fire Report

<http://www.jdcc.edu/heas/firereport>

Gainful Employment

<http://www.jdcc.edu/heas/gainfulemployment>

General Information for Financial Assistance

<http://www.jdcc.edu/hea/generalinformationforfinancialassistance>

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Instructional Facilities and Labs

<http://www.jdcc.edu/hea/instructionalfacilitiesandlabs>

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<http://www.jdcc.edu/hea/alcoholdrugabusepolicy>

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Refund Policy

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Repayment Policy

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Rights and Responsibilities of Aid Recipients

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Student Activities

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Student Body Diversity

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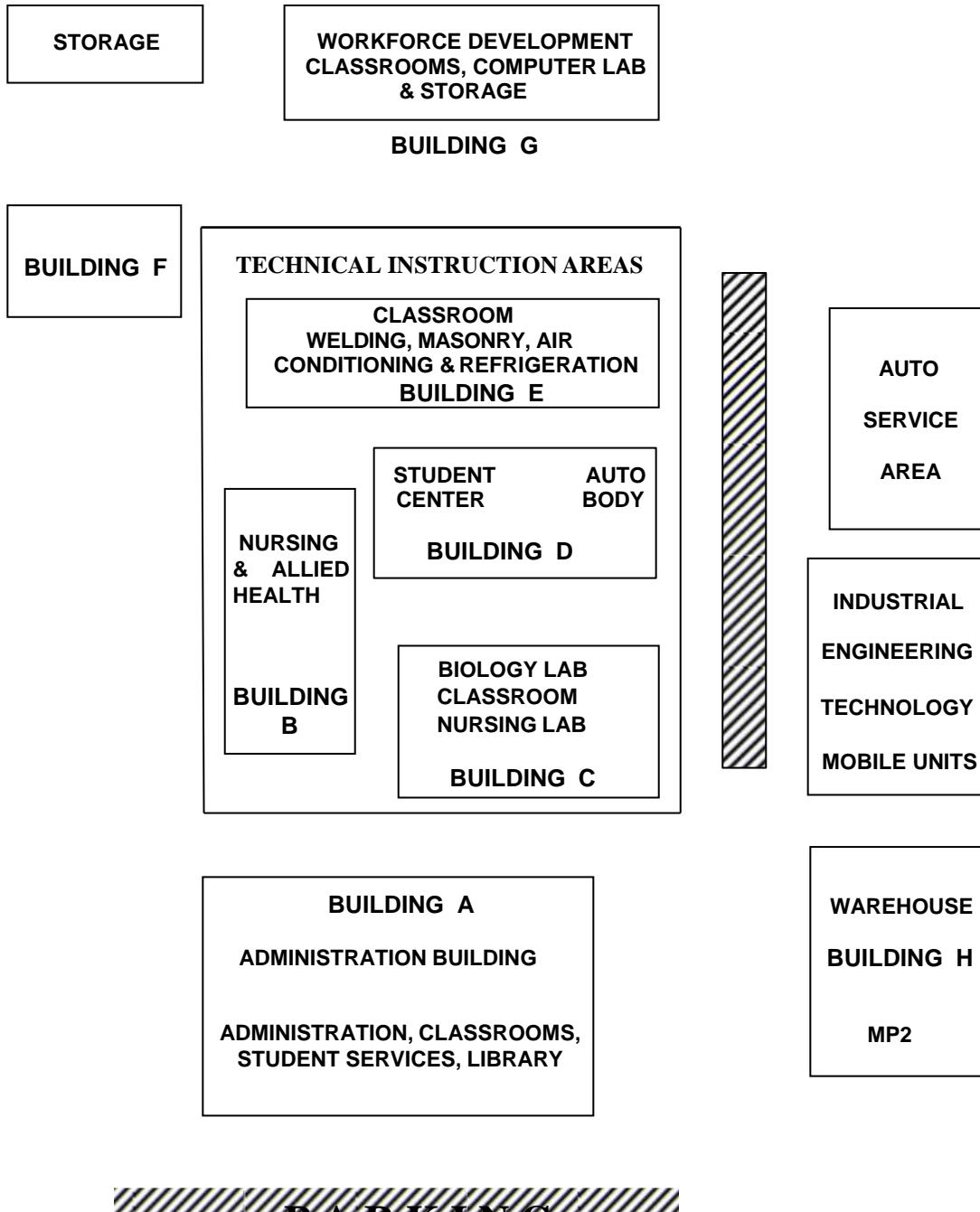
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**JEFFERSON DAVIS COMMUNITY COLLEGE
--ATMORE CAMPUS MAP--**

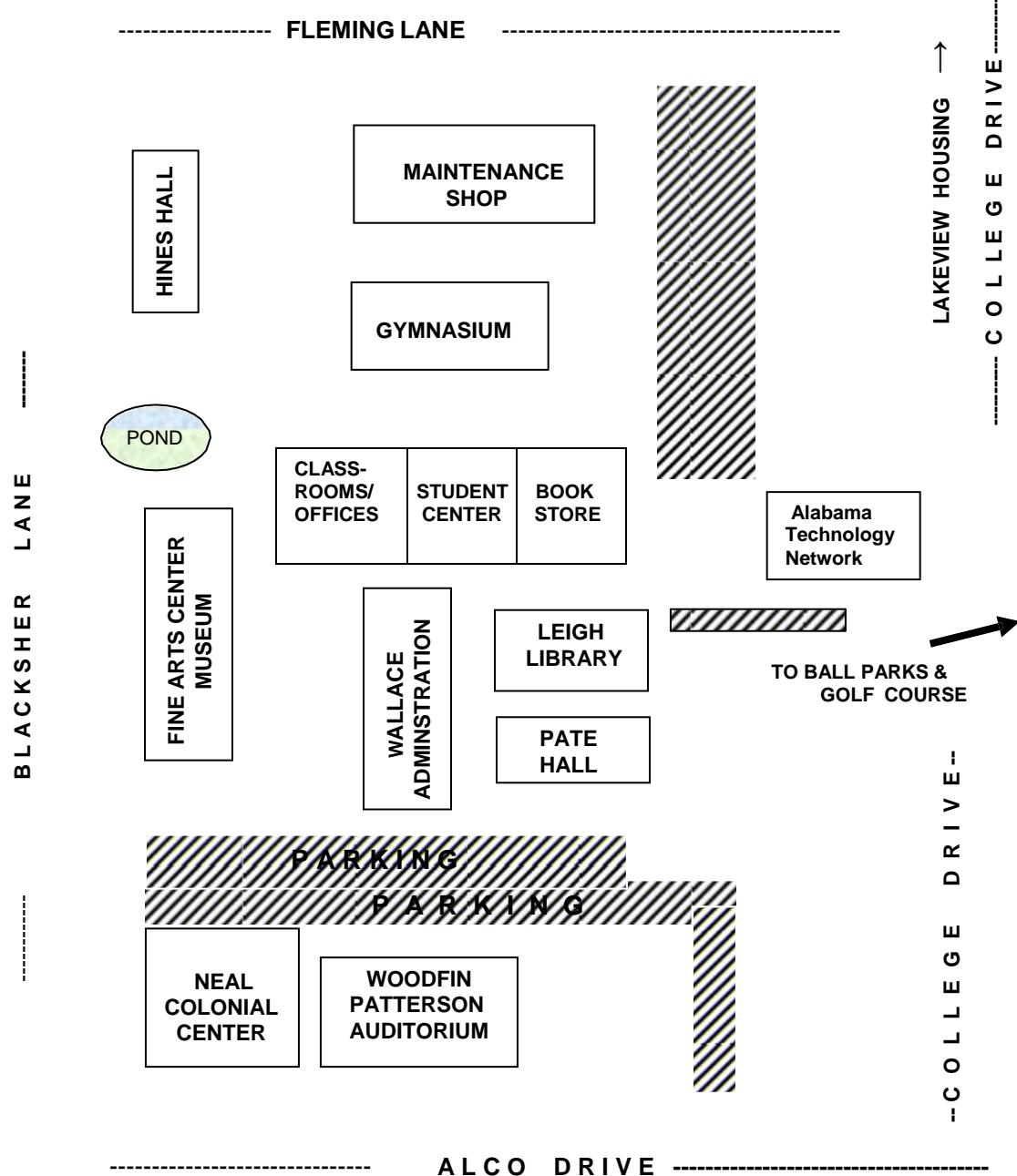


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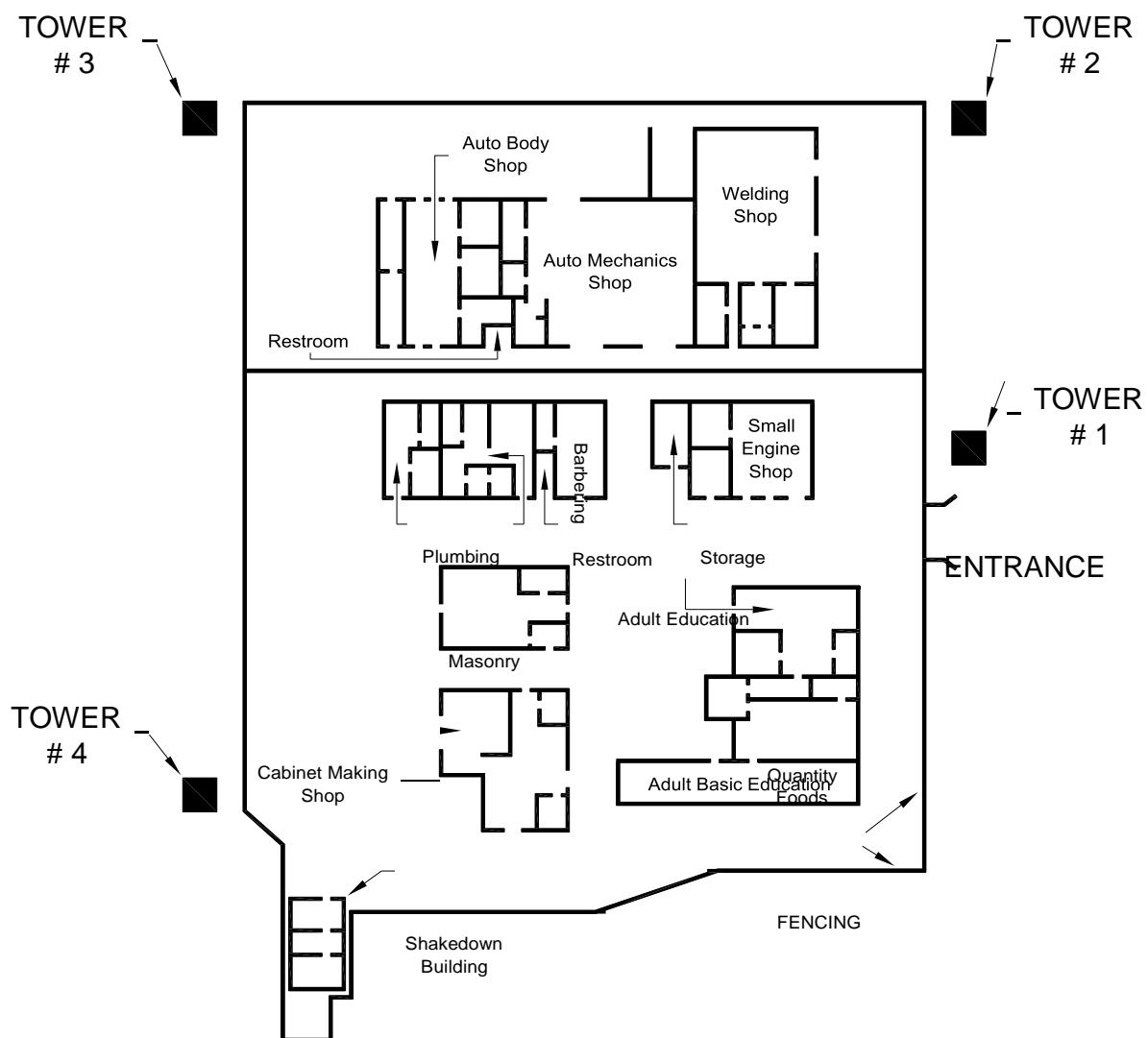
HIGHWAY 21

SOUTH (TO ATMORE) →

**JEFFERSON DAVIS COMMUNITY COLLEGE
- BREWTON CAMPUS MAP-**



Jefferson Davis Community College - Fountain Site -



Jefferson Davis Community College - Holman Site -

