

## HILL COLLEGE

### EQUAL OPPORTUNITY

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

#### ACCOMMODATIONS AND NONDISCRIMINATION

Federal law prohibits the College from making preadmission inquiries regarding a student's disability. Information regarding a student's disability, voluntarily given or inadvertently received, will not adversely affect any admission decision. If a student requires special services and/or accommodations as a result of a disability, the student must notify the Academic Advising and Success Center. This voluntary self-identification allows Hill College to prepare appropriate support services and/or accommodations to facilitate the student's learning. Confidentiality of the information will be maintained in accordance with the Family Education Rights and Privacy Act of 1974, as Amended (FERPA), and shared only with College officials with a legitimate educational interest in the information. To the extent reasonably appropriate, the college will provide special services and/or accommodations to qualified individuals with a disability in accordance with Section 504 the Rehabilitation Act, Americans with Disabilities Act (ADA), ADA Amendments Act, and Title IX.

#### Disabilities/ADA

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lizza Trenkle, Vice President Student Services  
Address: 112 Lamar Drive, Hillsboro, TX 76645  
Telephone: (254) 659-7601

Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students should contact the Academic Advising and Success Center for more details at 254-659-7650 for Hill County Campus, 817-760-5650 for Johnson County Campus, or 817-295-7392 for Burleson Center.

#### Title IX

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Jamie Jaska, Director of Human Resources  
Address: 112 Lamar Drive, Hillsboro, TX 76645  
Telephone: (254) 659-7731

The College District prohibits discrimination, including harassment, against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

For information about Hill College, write or telephone the following:

Hill College  
112 Lamar Drive  
Hillsboro, TX 76645  
(254) 659-7500

or visit Hill College on the  
World Wide Web at

[www.hillcollege.edu](http://www.hillcollege.edu)

# HILL COLLEGE

## GENERAL CATALOG

for

2020-2021

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

Approved by

Texas Association of Community Colleges  
The Texas Higher Education Coordinating Board

Member of

American Association of Community Colleges  
The Association of Texas Colleges and Universities  
The Texas Association of Music Schools  
National Junior College Athletic Association  
Texas Association of School Boards  
Association of Community College Trustees  
Texas Community College Association  
Texas Community College Teachers Association

Emergency Medical Services Professionals -- CAAHEP Accredited Program #600447

This catalog contains policies, regulations and procedures which were in existence as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies and administrative regulations and procedures. Please refer to the Hill College website at [www.hillcollege.edu](http://www.hillcollege.edu) and/or contact individual departments for changes and updates.

Print catalogs, prior to 2010, may be viewed and/or requested from the Vice President of Instruction or Student Services Offices. Catalogs, from 2010 to present, are archived on the Hill College website and may also be requested from the Vice President of Instruction or the Vice President of Student Services.

This catalog is for informational purposes and does not constitute a contract.

## MESSAGE FROM THE PRESIDENT

Dear Students:

Thank you for your interest in Hill College. On behalf of our faculty and staff, I look forward to helping you prepare for an exciting and rewarding future as you reach your educational goals. Whether you are interested in acquiring skills in preparation for work, interested in preparing to transfer to a four-year institution, or simply fulfilling a personal interest, Hill College has something for you.

There are many opportunities awaiting you at Hill College. Hill College has a rich history of providing excellence in teaching and student success. We have dedicated and innovative faculty, as well as knowledgeable and caring staff whose focus is to enrich the lives of the students we serve. We have nationally ranked athletic teams, a show stopping music and fine arts department, high tech academic and workforce training educational programs, a first-class History Museum, and a family-type atmosphere where students come first.

We provide excellent teaching and learning experiences, high quality courses and learning environments, innovation and flexibility in the delivery of courses and services, advanced technology, academic and student support services to maximize student success, access to local, state and federal aid and scholarships, and access to and support for lifelong learning.

Graduating from college is a predictor of future success. When you consider the economic benefits in acquiring an education in addition to the personal, intellectual enrichment that an education imparts, I think that you will agree that Hill College provides an affordable quality education and is the best choice you can make. We stand ready to share your educational journey with you and equip you with the skills you need to be successful.

Best wishes for a successful educational experience at Hill College!

Pam Boehm, Ed.D.

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## GENERAL INFORMATION

### PHILOSOPHY OF HILL COLLEGE

The Board of Regents, administrators, and faculty at Hill College are committed to the concept that our college be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Hill College without regard to race, creed, color, age, sex, national origin, or disability.

In keeping with this philosophy, Hill College recognizes and accepts the responsibility for providing curricula for university-bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The college will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

### MISSION STATEMENT

Hill College provides high quality, comprehensive educational programs and services. The college enhances the educational, cultural, and economic development of its service area and prepares individuals for a more productive life.

### PURPOSES OF HILL COLLEGE

The purposes of Hill College are defined in the Texas Education Code, Section 130.003, and shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. technical programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy programs and other basic skills programs; and
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education.

Hill College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students and adult clients.

## HISTORY OF HILL COLLEGE

The authorization to establish Hill College was issued in 1921 by the Attorney General of the State of Texas under the name of Hillsboro Junior College. The college first enrolled students in September of 1923. At that time there were only two public junior colleges in the state, and Hillsboro Junior College became the first municipal junior college to be chartered in Texas.

On March 3, 1962, through the efforts of the media, local civic groups, and many others, a bond issue was passed for the purpose of building a new campus. The college opened for business in September of 1962 under a new name, Hill Junior College. The new college district was expanded by the voluntary annexation of five Hill County school districts other than the original Hillsboro school district. The district now included Hillsboro, Abbott, Bynum, Covington, Itasca, and Whitney.

In 1974, the college opened an extension center in Cleburne, Texas, located in Johnson County. The Johnson County Campus now includes six buildings on 32 acres of land and has more than 1,000 students enrolled in both day and night classes. In 1997 and 1998, the citizens of Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus approved a local maintenance and operation tax for the purpose of supporting the campus of Hill College in Cleburne.

Higher education came to Burleson, Texas, on December 19, 2005, when representatives from Hill College, Texas Wesleyan University, and the City of Burleson hosted a ceremonial lease signing. Burleson Mayor Ken Shetter had a vision of bringing higher education to the City of Burleson and played a key role in accomplishing this by offering Hill College and Texas Wesleyan University the opportunity to hold classes in a city-owned facility on Renfro Street. Hill College-Burleson Center opened the doors in spring of 2006, with 87 students. Today, the center serves approximately 400 students per semester, offering both day and evening classes.

## FACILITIES AND SERVICES

### Hill College - Hill County Campus

Hill College campus area includes 73.8 acres of land located just east of the City of Hillsboro on a hill overlooking I-35 and the 35 acre Hill College Reunion Grounds. Following its relocation to this site in 1962, the student population has continued to grow, and the college has expanded its facilities in order to meet the needs of the community and its students. Twenty permanent buildings have been erected on the main campus with more than 250,000 square feet of space.

In the summer of 1985, the state of Texas deeded Hill College the Jefferson Davis State Park which is now called the Hill College Reunion Grounds Park. The park consists of 35 acres of land located one mile south of Hill College. Five acres of the park houses the college agriculture department and rodeo arena. Persons or groups wanting to use the park facilities may do so by contacting the president's office.

In 1986, the Vara Martin Daniel Performing Arts Center was completed. The Bob Bullock Sports Center was completed in 1988 and the former gymnasium was converted to an activity center. In 1990, a women's residence hall was completed and a classroom building was completed and

opened. Another women's residence hall and a science classroom/laboratory building were completed in 1992. The Governor Bill Daniel Student Center was completed in 1993. The Technical Training Center was completed in 1994. This center provides classroom and laboratory facilities for the Fire Academy Program and the Criminal Justice Program. A current library was completed in the fall of 1996 and renovated in 2017 to a modern facility. In the fall of 1997, Hill College opened a classroom and faculty office building. In the summer of 1999, Hill College opened a student cafeteria and bookstore complex. The bookstore complex was renovated in 2018 to house the continuing education department. The bookstore was moved to a central location on campus. In the summer of 2005, the college opened a nursing/cosmetology building at the Wallace campus. In 2008, through the generosity of the Hill College Foundation, Hill College completed a \$1 million renovation of Bailey Residence Hall which houses male students on campus. A field house for the softball and baseball teams was completed in the summer of 2010. In the fall of 2014, the welding facility opened. Through these building projects and through continuous maintenance and beautification projects, the college has created an attractive campus conducive to teaching and learning.

### Hill College - Johnson County Campus

In 1974, Hill College opened the Cleburne Extension Center. Since this time, Cleburne and Johnson County have experienced steady growth and so has the college. The campus was initially located on West Henderson Street in Cleburne at the site of the old Johnson County fairgrounds. In 1987, over 75,000 square feet of warehouse space on Westhill Street was converted into a much needed occupational center. That space is still being used as the welding technology center and other classroom space for continuing education programs. Welding technology moved to the current location on Henderson Street.

In 1997, the college was approached by concerned citizens requesting better facilities in Johnson County. A five-cent maintenance tax was passed by eight of the nine independent school districts in Johnson County. The ISDs consisted of Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus. The maintenance tax enabled the college to offer free student tuition to be used for revenue bonds.

In 1999, the college issued student revenue bonds to build new facilities on a permanent site overlooking Lake Cleburne on U.S. Hwy. 67, west of the city of Cleburne. This campus consists of 32 acres of land donated by Tolbert and Margaret Mayfield. The city of Cleburne entered into a long-term lease with the college for an additional 15 acres of adjoining land. The initial buildings built on the new site included a classroom building, a library, and the Tolbert F. Mayfield Administration Building. A Student Center and the Margie Faye Wheat Kennon Health/Science Building was completed in 2001. The Technology Building was completed in the summer of 2003. Through the generosity of Howard Dudley, a facility for a state-of-the-art automotive training program in partnership with Snap-on Inc. opened in the fall of 2010. Additional buildings are planned as student enrollment grows.

### Hill College - Burleson Center

Hill College began teaching evening classes in Burleson in 1974. With support from the city of Burleson, Hill College developed a center for the students of Burleson and surrounding areas at 130 E. Renfro, Burleson, Texas. Classes were first offered at the new campus in the spring of 2006.



## TEXAS HERITAGE MUSEUM

Home of the Official State of Texas Medal of Honor Memorial to Native-Born Texans

### Mission Statement

The Texas Heritage Museum's mission is to explore Texas and Texans during wartime and how those experiences affect us today.

### History

The modern Texas Heritage Museum and History Complex at Hill College had its beginning in 1963 when Colonel Harold B. Simpson arrived on campus and began to teach, publish books, and collect items related to the Civil War. In 1964, he published the first of what has come to be 49 books bearing the imprint "Hill College Press." In the same year, he donated his collection of Civil War books to form the nucleus of what the Board of Regents designated the "Confederate Research Center" in the library. The Confederate Research Center was dedicated on Sept. 25, 1964, with Texas Governor Preston Smith as principle speaker. Col. Simpson said in a speech at the dedication of the Research Center, "What you see here today, of course, is only the small beginning of the center, but as the old adage goes, 'large oaks from small acorns grow.'" The next year, Col. Simpson secured a gun collection that began the "Gun Museum"; it also was located in the library.

By 1975, the growing collection of books, research materials, and guns included items that belonged to World War II hero Audie Murphy. In his history of Hill College, Odie Faulk said, "The Gun Museum became a part of what the regents designated the History Complex" (which also included the Confederate Research Center and the Hill College Press). Subsequently, in 1989, just before Colonel Simpson died, the regents honored him by renaming the center the Harold B. Simpson Confederate Research Center.

The next major development in the history of what is now the History Complex occurred in 1996, when a new library building was constructed on campus. In 1997, state funding was secured to renovate the old library building and establish what was to be known as the Texas Heritage Museum as a special line item under Hill College appropriations by the Texas State Legislature. Today, 56 years from its infancy, the Texas Heritage Museum is comprised of three divisions: Galleries & Collection, the Historical Research Center, and the Hill College Press. The museum and college have created "*The College for the Study of Texas History*" which is a learning environment for students as well as community members and the general public from all over the world to enjoy.

### Galleries and Collection

The historical artifacts within the Texas Heritage Museum galleries and collections serve as tangible evidence of historical events, while the accompanying text provides context to Texas history. Whether the exhibits are in conjunction with classes or standing alone, students and visitors are able to learn about Texas history from touring the facilities. The Texas Heritage Museum currently has four major exhibits: a Civil War gallery entitled "The Blue and Gray Gallery"; a WWII gallery entitled "Texans at War 1939-1945"; "The Vietnam War and Texans' Involvement"

gallery; and a fourth gallery displaying weapons from all wars that have affected Texas. The museum houses more than 16,000 artifacts from the 1830s to the present.

On the front grounds of the museum is the “Official State of Texas Medal of Honor Memorial to Native-Born Texans” which honors the 61 native-born Texans who have received the Medal of Honor. The memorial’s center features two WWII Texan Medal of Honor recipients: Audie Murphy, the most decorated soldier, and Samuel Dealey, the most decorated sailor. The memorial enhances the Texas Heritage Museum’s Medal of Honor collections. The memorial also complements an extensive archive collection of photographs and documents of other Texan Medal of Honor recipients in the Historical Research Center.

### Hill College Press

The Hill College Press, established in 1964, publishes works of original and interpretative history that complement both the mission of the museum and the geographical setting of Central and North Texas. To date, the press has published 49 books, several of which have won literary and historical awards. The press publishes books on the following subjects: Texas and Texans in conflict and war; social, multicultural, and historical subjects of importance to North and Central Texas; biographies of prominent Texans; and anthologies and documentary collections from the Historical Research Center. It also provides support to exhibits and programming development through tracts or pamphlets.

### The Historical Research Center

The Historical Research Center (HRC) aspires to be widely acknowledged—by the college community, by the people of Texas, by scholars world-wide, and by our professional peers—as one of the nation’s finest Civil War collections repositories, bringing international distinction to Hill College by advancing scholarly research and education at the college and beyond. On a daily basis, college students, school groups, and visitors are able to explore and learn about their ancestors’ history. Included in the Historical Research Center is an extensive collection of maps, photographic collections, microfilm files, and an archival depository that contains numerous files of soldiers’ letters, diaries, and unpublished manuscripts from all wars. Also featured in the Historical Research Center are original art works, art prints and sculptures depicting the War Between the States, and personal items belonging to Hill College graduate Bob Bullock during his term as Lieutenant Governor of Texas. The Historical Research Center works closely with the Hill College Library, and currently has all of its books listed in the Hill College Library card catalog.

### Hill College Courses Offered in the Texas Heritage Museum

The Texas Heritage Museum’s theater, which can seat up to fifty six students, is also used as a lecture hall by the faculty and includes an H.D. system with a widescreen. Faculty members have indicated that their experience at the Museum has permanently changed their teaching methodologies; their partnering with the Museum has made a permanent shift in their curriculum development and methods of instruction. Hill College currently offers many different courses that take place in the Museum, including Art Appreciation, U.S. History, and Art History.

## HILL COLLEGE LIBRARY SYSTEM

The library system of Hill College is a combination of staff, materials and services existing to serve the students, faculty and administration of the college in their educational pursuits. Housing an up-to-date collection of items including books, periodical subscriptions, rolls of microfilm and electronic resources, the library system provides the necessary research material for students to successfully complete their class assignments.

The primary access points to these resources are the two libraries, one on the Hill County Campus and one on the Johnson County Campus. The libraries provide access to the collections by means of a state-of-the-art computerized library management system which includes online public catalogs, computerized periodical indexes and an automated circulation module. In addition, the library maintains a database network containing databases in various subject areas, most of which are full-text. The libraries supplement these in-house collections with a high-speed connection to the Internet bringing to students the ever-expanding information of that resource. In order to provide convenient access to the collections, the Hill County Campus Library is open 74.5 hours per week including Sunday afternoons and nights. The Johnson County Campus Library is open 70 hours per week including Saturday hours. The library also offers its card catalog and access to databases through the Internet so students can access library information remotely from their home or other locations, 24 hours a day. As a member of the statewide TEXSHARE library initiative, students of Hill College are also eligible for a library card which allows full student privileges at the vast majority of academic libraries in the state.

In addition to the collection, the staff of the library provides a full range of library services including reference help, instruction in the use of the library and interlibrary loan. The library also makes available a computer lab where students can do research, access the Internet, type research papers and complete computer science course projects. Also available are areas providing audio-visual equipment course tutorials and supplemental material for group or individual study.

## DISTANCE LEARNING

The goals for the Hill College distance learning programs go hand-in-hand with the stated mission and purpose for the institution. Hill College recognizes distance learning as a delivery system for educational instruction. The delivery system may be Internet, two-way interactive video, or a combination of these in conjunction with some regular on-campus class meetings.

Through comprehensive educational programs and services which include technical, occupational, general education, and college transfer curricula, the Hill College distance learning courses are designed for students who are unable to travel to one of the main campus sites for traditional classroom instruction or who need to work in an independent mode to pursue academic goals. Distance education courses require strong commitment and dedication from both the student and the instructor.

Schoology is used as the college's primary Learning Management System, accessed by means of a secure login and pass code created at the time of enrollment. Instructors who employ a third party platform to deliver course content and assessment, such as provided by textbook publishers, are required to provide login information to the student through Schoology or the student's secure school email.

Faculty members determine whether their online/distance education courses will require proctored testing. Hill College offers free proctored testing services to Hill College online/distance education students through the Hill College Testing Centers. Testing outside of Hill College is typically done at another college or a testing organization. Testing sites set proctor fees according to their independent fee schedule.

Hill College does not actively share personal information gathered from online, distance education or resident students. For students registered in online and/or distance learning courses or programs, Hill College complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

## INFORMATION TECHNOLOGY

Technology is a critical part of the day-to-day operations of Hill College that exists to enhance student learning and support the preservation, creation, and transmission of knowledge to and from its constituents. In support of the institution's mission, core values, and philosophy, the Information Technology Division commits to adopt appropriate technology-based solutions, provide technical support, oversee the integration and administer secure access of such solutions for Hill College's constituents in alignment supporting the college's mission."

Primary areas of responsibility include but are not limited to Wired and Wireless Communications, Internet Access, Instructional Classroom and Computer Lab Technology, SIS Administrative Systems, MyRebel Student Portal, Online, Website, and Mobile Presence. In general, the Information Technology Division maintains more than 1,400 devices on the Hill College network, 1100 computers, 20 computer labs, and 7000 active user accounts.

To learn more about how Information Technology enhances learning at Hill College, please contact the Information Technology Division.

## HILL COLLEGE BOOKSTORE

The Hill College Bookstore is operated for the convenience of the students and faculty. Bookstores are conveniently located on both the Hill County and Johnson County campuses. Both new and used textbooks are available as well as book rentals, school supplies and clothing. At the end of each semester, the bookstore will repurchase or buy back a limited number of textbooks remaining in adoption at prices based on the period of use and the condition of the book.

## TRANSCRIPT SERVICES

A student's transcript, a student's permanent record of classes taken at Hill College, is available upon written request from Student Information Services. Official transcripts are free of charge. Transcripts can be sent electronically via SPEEDE servers within Texas to participating public and private colleges and universities. Requests for official transcripts are submitted electronically through MyRebel, the online student portal. Please allow 48 hours for processing a transcript request. If a student's account is not active or the student does not have a MyRebel account, then students will need to email [admissions@hillcollege.edu](mailto:admissions@hillcollege.edu). A link will be provided to the official transcript request form. For additional assistance, please contact Student Information Services at 254.659.7600.

Official transcripts may be withheld if a student has an administrative hold on his or her record or if a student has an outstanding financial obligation with the institution. Official transcripts will be released after all administrative holds have been released and all financial obligations to the institution have been discharged.

#### MOTOR VEHICLE, TRAFFIC, AND PARKING REGULATIONS

Students who operate motor vehicles on campus are required to obtain a Hill College Parking permit and to be familiar with and comply with the Traffic and Parking Regulations which are found in the Student Handbook and on the Campus Safety web page at <http://www.hillcollege.edu/safety/index.html>. Parking Permit Request Forms are available during registration, online or from the Office of Student Services.

All citation fines may be paid at the Business Office. Fines must be paid within 30 calendar days from the date of the issue or an additional \$10 late fee may be applied.

# ADMISSIONS

## ADMISSION REQUIREMENTS

Hill College maintains an open admissions policy ensuring that all person benefit from postsecondary education and have an opportunity to enroll. The College does not discriminate on the basis of race, color, sex, national origin, religion, disability, age or military status in admission decisions.

Applications for admission and other documents necessary for admission should be addressed to Student Information Services. Admission to the college does not guarantee admission to specialized courses or programs. Admission or re-admission to the college or programs may be denied to a person who does not meet the admission requirements of the college or program. Students may be admitted to Hill College by any one of the following methods:

1. High School Graduate/Nontraditional Secondary Education Completion. High school graduates will be admitted upon completion of an Application for Admission and submission of an official high school transcript. Hill College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency (TEA), the Texas Private School Accreditation Commission, Alternative Schooling as defined and accepted by TEA, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association.
2. College Transfer. An individual who is a transfer student from another college must be eligible for readmission to the institution in which the student last enrolled. Transfer students must meet the academic requirements of Hill College. Only credits from accredited institutions will be accepted. Official transcripts from all colleges/universities are required.
3. High School Equivalency Certificate. A person who has not graduated from high school will be admitted if their high school class has graduated and they have passed a High School Equivalency Certification examination.
4. Individual Approval. A person, who is at least eighteen (18) years of age and who did not graduate from a high school or receive a High School Equivalency Certificate, may be considered for admission by Individual Approval. A Request for Admission by Individual Approval form is submitted to Student Information Services. If approved, the following limitations and conditions are placed on the students record: (1) an official Hill College transcript will not be issued until the student has either passed a High School Equivalency Certificate examination or completes fifteen 15 semester credit hours of college courses with a GPA of 2.0 or better and (2) placement testing is required in order to determine the student's readiness for the college's curricular offerings. Upon successful completion of the fifteen 15 semester credit hours, the hold will be removed.
5. Early Admissions/Concurrent Enrollment/Dual Credit of High School Students. Students who are currently attending high school may apply for the Early Admissions/Concurrent Enrollment/Dual Credit Program at Hill College by completing an Application for Admission and Hill College Dual Credit/Concurrent Permission form and submitting a current copy of

their high school transcript. Other admission requirements may apply for specialized courses and programs, such as Cosmetology, EMS, and Fire Academy. For additional information, interested individuals should contact the Dual Credit Office.

6. Readmission. A Hill College student who has not attended the previous long semester (i.e. Fall and/or Spring 16 week semester) must re-apply for readmission by completing an Application for Admission. If the student has attended another college since his/her previous enrollment at Hill College, an official current transcript of all college credits is required from all colleges/universities attended in addition to the application for admission.
  - a. Readmission after Military Service: A student who withdraws from Hill College to perform active military service as a member of the U.S. Armed Forces or the Texas National Guard (excluding to perform one or more training exercises as a member of the Texas National Guard), who returns for an academic term that begins after the date released from active military service but not later than the first anniversary of that date, will not be required to re-apply for admission purposes.
7. International Students. Hill College is authorized under federal law to enroll non-immigrant students seeking higher education in an academic field. International students seeking admission should submit the following:
  - a. The application for admission should be submitted at least sixty (60) days prior to the beginning of classes for any given semester.
  - b. An official transcript of the last four years of secondary school. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned, as well as the date of graduation.
  - c. An official transcript from each college/university attended. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned.
  - d. If not from an English-speaking country, proof of English proficiency is required (i.e., proof of ESL program completion, or TOEFL scores). Below are the minimum score requirements for TOEFL or IELTS.

TOEFL Internet-based	TOEFL Computer-based	TOEFL Paper-based	IELTS
61	173	500	6

*For more information regarding TOEFL, go to [www.toefl.org](http://www.toefl.org) or write to:*

Educational Testing Service  
 Rosedale Road  
 Princeton, New Jersey 08541

- e. Statement of financial support. This should include sponsor letters and proof of finances including bank statements.
- f. Two letters of reference or recommendation from individuals, who have known them for at least one year.
- g. A \$200 deposit (including a \$50 non-refundable application processing fee) must be made before an I-20 will be issued. Health insurance must be maintained while on a Hill College I-20. The deposit may be applied toward tuition and fees if proof of health insurance is

provided. \$150 of the deposit is refundable in the event of visa denial. Proof of visa denial and request of refund must be made within 90 days of visa denial.

- h. All international students attending the Hill County Campus are required to live on campus during their first semester at Hill College. Any exception must be approved by the Dean of Students. A residential life application and a \$50 non-refundable resident hall room fee must be made prior to an I-20 being issued. Additionally, there is a \$250 residence hall deposit. Deposit or partial deposit may be refundable if there are no damages. All international students attending the Johnson County Campus or Burleson Center must reflect appropriate financial support on the Financial Statement.
  - i. Students should be prepared to pay for and take the Texas Success Initiative Assessment (TSIA) prior to registration.
  - j. International students are required to submit official verification of required immunizations, including evidence of an initial bacterial meningitis vaccine or a booster received within the previous five years if 21 years of age or younger.
  - k. All items must be on file sixty (60) days prior to the beginning of classes. An I-20 will not be issued until each of the items requested above is on file in Student Information Services. In addition, tuition, fees and health insurance must be paid at the time of registration.
8. Applicants not eligible for enrollment under one of the methods listed above should contact Student Information Services.

## SPECIALIZED ADMISSIONS

Admission to Hill College does not guarantee admission to specialized courses or programs of study. Prerequisites are required for some courses, and some programs of study require special approval. In addition, program approval/accreditation requirements, program costs, and/or availability of facilities make it necessary for some programs to require specialized admission procedures in addition to those outlined above for general enrollment at the College. These procedures are designed to ensure fairness to each applicant in these programs.

### Cosmetology

In addition to the general admission requirements to Hill College, applicants to the cosmetology program must meet the following requirements:

- 1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
- 2. The student must provide a debit or credit card for twenty-five dollars (\$25.00) for Texas Department of Licensing and Regulations. Students may not clock hours until the student is registered with the State.
- 3. The student must complete a registration form for licensing by the Texas Department of Licensing and Regulations.
- 4. The student must be able to meet the Texas Department of Licensing and Regulations Criminal Conviction Guidelines.



## Fire Protection Technology

In addition to the general admission requirements to Hill College, applicants to the Fire Protection Technology program must meet the following requirements:

1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
2. The student must be eligible to be a fire fighter in the state of Texas.
3. The student must have a medical release from a physician prior to the first day of class.
4. The student must have completed a drug screen.
5. Successful completion of a criminal background check is required for admission.

## Nursing

### Vocational Nursing

In addition to the general admission requirements to Hill College, applicants to the vocational nursing program must meet the following requirements:

1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by a submitted official transcript or state issued Certificate of High School Equivalency.
2. The student must achieve an acceptable score on the admissions entrance test.
3. A Health and Public Service physical form must be completed and signed by a qualified health care provider and submitted to the college and on or before the designated date.
4. The student must submit three (3) Professional references. The Professional references should be sent to the Director from teachers, current or former employers. The Professional references should not be obtained from friends or relatives and should not be hand delivered.
5. The student must demonstrate qualifications and aptitude that are acceptable.
6. Submit all official college transcripts that document the completion of the following courses with a "C" or better from an accredited college prior to entry
  - a. BIOL 2401, Anatomy & Physiology I,
  - b. BIOL 2402, Anatomy & Physiology II, and
  - c. PSYC 2301, General Psychology
7. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL policy.
8. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry in the program.
9. Submit a high school diploma or state issued Certificate of High School Equivalency.
10. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:

- a. Attended four years of high school in one of the 50 United States and received a diploma, or
  - b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
  - c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
11. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Public Services department if they meet the following criteria: completion with a "C" or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer-based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Public Service department from the testing center. Information about the TOEFL may be obtained from the website: [www.ets.org/toefl](http://www.ets.org/toefl) or by call 1-800-468-6335.
  12. Submit documentation that you are current and up-to-date on the following immunizations:
    - 2 – MMR's
    - Tetanus (within the last 10 years)
    - Tdap (within adult lifetime)
    - Current negative TB (2 step TB tine testing)
    - Varicella immunity (2 shot series or serological test for immunity)
    - Hepatitis B Series completed
  13. Current Health Care Provider CPR from AHA
  14. Texas Success Initiative Assessment (TSI) required.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates must have updated immunizations, completed physical (within three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the VN program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience, pre-LVN classes. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

#### LVN/Paramedic Transition Program

To be considered for possible selection in the ADN Transition Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the LVN/Paramedic Transition application.
3. Submit 3 professional references (Employer/Supervisor and/or academic instructor)

4. Submit a current resume
5. Submit current Texas LVN license or Paramedic certification/ licensure in good standing.
6. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry in the program.
7. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL policy
8. Submit a high school diploma or state issued High School Equivalency Certificate.
9. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
  - a. Attended four years of high school in one of the 50 United States and received a diploma, or
  - b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
  - c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
10. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Public Services department if they meet the following criteria: completion with a "B" or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer-based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Public Service department from the testing center. Information about the TOEFL may be obtained from the website: [www.ets.org/toefl](http://www.ets.org/toefl) or by call 1-800-468-6335.
11. Submit all official college transcripts that document the completion of the following courses with a "B" or better with a cumulative GPA of 3.00 or higher.
  - a. BIOL 2401-Anatomy & Physiology I (within the last 5 years.)
  - b. BIOL 2402-Anatomy & Physiology II (within the last 5 years.)
  - c. ENGL 1301-Composition
  - d. PSYC 2314-Human Growth and Development
  - e. MATH 1314-College Algebra
12. Submit documentation that you are current and up to date on the following immunizations:
  - 2 – MMR's
  - Tetanus (within the last 10 years)
  - Tdap (within adult lifetime)
  - Current negative TB (2 step Tb tine testing)
  - Varicella immunity (2 shot series or serological test for immunity)
  - Hepatitis B Series completed
13. Current Health Care Provider CPR from AHA
14. Completed physical form

15. Documented Texas Success Initiative Assessment (TSI) complete or exempt by testing or exempt due to other factors.  
<https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html>
  - NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.
16. Complete Test of Essential Academic Skills (TEAS); the student must call the Hill College Testing Center for an appointment.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates must have a current Texas LVN license or Paramedic Certificate/Licensure, updated immunizations, completed physical (with three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the ADN Transition program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience and GPA from prerequisites. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

#### Associate Degree Nursing Program (ADN)

To be considered for possible selection in the ADN Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the ADN Program application.
3. Submit 3 professional references (Employer/Supervisor and/or academic instructor)
4. Submit a current resume
5. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL Procedure.
6. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry in the program.
7. Submit a high school diploma or state issued High School Equivalency Certificate.
8. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
  - a. Attended four years of high school in one of the 50 United States and received a diploma, or
  - b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
  - c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.

9. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Community Services department if they meet the following criteria: completion with a “B” or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer-based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Public Service department from the testing center. Information about the TOEFL may be obtained from the website: [www.ets.org/toefl](http://www.ets.org/toefl) or by call 1-800-468-6335.
10. Submit all official college transcripts that document the completion of the following courses with a “B” or better with a cumulative GPA of 3.00 or higher.
  - a. BIOL 2401-Anatomy & Physiology I (within the last 5 years.)
  - b. ENGL 1301-Composition
  - c. BIOL 1322 – Nutrition
  - d. RNSG 1301 - Pharmacology
11. Submit documentation that you are current and up to date on the following immunizations:
  - 2 – MMR’s
  - Tetanus (within the last 10 years)
  - Tdap (within adult lifetime)
  - Current negative TB (2 step Tb tine testing)
  - Varicella immunity (2 shot series or serological test for immunity)
  - Hepatitis B Series completed
12. Current Health Care Provider CPR from AHA
13. Completed physical form
14. Documented Texas Success Initiative (TSI) complete or exempt by testing or exempt due to other factors. <https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html>
  - NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.
15. Complete Test of Essential Academic Skills (TEAS); the student must call the Hill College Testing Center for an appointment.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates updated immunizations, completed physical (with three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the ADN program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience and GPA from prerequisites. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

Any applicant with an eligibility issue related to criminal convictions (you may exclude Class C misdemeanor traffic violations) must complete the Declaratory Order (DO) process with the Texas Board of Nursing (see [www.bon.texas.gov/exam-eligibility.htm](http://www.bon.texas.gov/exam-eligibility.htm)). Applicants with Declaratory Order's pending at the posted deadline date may affect their application selection.

The Hill College Health and Public Service Department is not responsible for lost or misdirected mail.

### Texas Board of Nursing (BON) Rules for all Nursing Programs

Texas Board of Nursing (BON) rules for all nursing programs are available at their website at <http://www.bon.state.tx.us/nursinglaw/rr.html> or the students may contact the Texas Board of Nursing (BON) directly or may seek additional clarification from the director of the nursing program.

### Echocardiography Program



The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **January 21, 2016** to award **initial accreditation** to the Cardiovascular Technology - Adult Echocardiography Associate degree program at Hill College, Hillsboro, TX.

To be considered for possible selection in the program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the Echocardiography Program application.
3. Submit 2 Academic Instructor references.
4. Submit a current resume
5. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL Procedure
6. Submit a high school diploma or state issued High School Equivalency Certificate.
7. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
  - a. Attended four years of high school in one of the 50 United States and received a diploma, or
  - b. Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate, or
  - c. Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
8. Submit all official college transcripts that document the completion of the following courses with a "C" or better.
  - a. BIOL 2401-Anatomy & Physiology I (Contact the Health and Public Service department if class is over 5 years.)
  - b. BIOL 2402-Anatomy & Physiology II (Contact the Health and Public Service department if class is over 5 years.)

- c. HITT 1305 Medical Terminology (3 credit hours)
  - d. MATH 1314 College Algebra
  - e. PSYC 2301 General Psychology
9. Submit documentation that you are current and up to date on the following immunizations:
    - 2 – MMR's
    - Tetanus (within the last 10 years)
    - Tdap (within adult lifetime)
    - Current negative TB (2 step Tb tine testing)
    - Varicella immunity (2 shot series or serological test for immunity)
    - Hepatitis B Series completed
  10. Current Health Care Provider CPR from AHA
  11. Completed physical form
  12. Documented Texas Success Initiative (TSI) complete or exempt by Testing or exempt due to other factors. <https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html>
    - NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.
  13. Complete HESI A2 Math and Reading; the student must call the Hill College Testing Center for an appointment.

### Emergency Medical Services Profession Program

The Hill College Emergency Medical Services Profession program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). CAAHEP Accredited Program #600447

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs  
 1361 Park Street  
 Clearwater, FL 33756  
 (727) 210-2350      [www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312  
 Rowlett, TX 75088  
 (214) 703-8445  
 FAX: (214) 703-8992

### EMT Basic Courses

To be considered for registration in the EMT Basic courses, the prospective candidate must complete the following criteria:

1. Complete the general Hill College admissions process.
2. Submit documentation that you are current and up to date on the following immunizations:
  - 2 – MMR's
  - Tetanus (within the last 10 years)
  - Tdap (within adult lifetime)
  - Current negative TB (2 step Tb tine testing)
  - Varicella immunity (2 shot series or serological test for immunity)
  - Hepatitis B Series completed
3. Current Health Care Provider CPR from AHA
4. Complete Drug Screening Test
5. Complete Background Check
6. Documented Texas Success Initiative (TSI) complete or exempt by Testing or exempt due to other factors. <https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html>
  - NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.

#### Advanced EMT/Paramedic

To be considered for possible selection in the Advanced EMT/Paramedic Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the Paramedic application.
3. Submit 3 professional references (1-employer; 1-/academic faculty; 1-personal)
4. Submit all official college transcripts
5. Submit documentation that you are current and up to date on the following immunizations:
  - 2 – MMR's
  - Tetanus (within the last 10 years)
  - Tdap (within adult lifetime)
  - Current negative TB (2 step Tb tine testing)
  - Varicella immunity (2 shot series or serological test for immunity)
  - Hepatitis B Series completed
6. Current Health Care Provider CPR from AHA
7. Completed physical form
8. Compete Drug Screen
9. Complete Background Check
10. Documented Texas Success Initiative (TSI) complete or exempt by Testing or exempt due to other factors. <https://www.hillcollege.edu/Student/Advising/TxSuccessIn.html>
  - NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.



Hill College maintains an open admission policy; however, the number of advanced level EMS training students that can be accepted is limited by the availability of institution classroom size and clinical instruction facilities. Since there are often more applicants for the advanced level EMS training program than spaces available, applications for the advanced level EMS training program will be screened by a selection committee. In addition to the general admission requirements to Hill College, updated immunizations, completed physical (within three months of entrance), clear drug test, and background check. Prospective candidates are selected for admission to the Advanced EMT/Paramedic program based on a point system. Points are awarded for multiple areas including pre-entrance essay, professional references, and medical experience. Hill College reserves the right to refuse admission to the advanced level EMS training program to any applicant whose application is deemed unsatisfactory.

### Basic Peace Officer Academy

#### STANDARDS FOR ADMISSION

1. General – All Applicants
  - a. For acceptance to the Hill College Police Academy individuals (hired cadets or individual applicants) must meet the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
  - b. All applicants must meet Hill College current admissions requirements.
2. Individual Applicants
  - a. Automatic disqualifiers for individual applicants include anything that would exclude the applicant from meeting the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
  - b. Additionally, applications will be automatically disqualified if the applicant has:
    - i. Illegally sold, produced, cultivated, or transported for sale marijuana
    - ii. Illegally used marijuana for any purpose within the past year
    - iii. Illegally used marijuana other than for experimentation
    - iv. Illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic
    - v. Illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years
    - vi. Illegally used a dangerous drug or narcotic other than for experimentation
    - vii. A pattern of abuse of prescription medication
  - viii. Willfully provided false information in connection with application to this academy, any other police academy, or any application for employment.
  - ix. Committed a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence.
  - x. A medical, physical, or mental disability that substantially limits the person's ability to perform the duties of a peace officer effectively, or may create a reasonable probability of substantial harm to the person or others, for which a reasonable accommodation cannot be made
  - xi. Committed malfeasance, misfeasance, or nonfeasance in office

- xii. Engaged in any conduct or pattern of conduct that tends to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession
- c. Other factors that will be considered prior to acceptance into the Hill College Police Academy include, but are not limited to:
  - i. Any pending litigation-criminal or civil (including divorce)
  - ii. Evidence of good character and having a stable school, work and driving record
  - iii. Reputation of the individual with schoolmates, work associates, coaches, teachers, etc.

The police academy coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: *(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

### 3. PREREQUISITES

Completion of all application processes is required for admission into the Basic Peace Officer Course. Those processes, along with standards for admission, are contained herein.

## APPLICATION & ENROLLMENT PROCEDURE

### 1.1. Hired Individuals

- a. Agencies sending hired applicants to the academy must complete an Agency Application which certifies the cadet is eligible for attendance in a police academy program. Agencies must provide copies of the following items along with the application:
  - i. Copy of DD-214 or related document (evidence of discharge type)
  - ii. Copy of birth certificate (evidence of meeting age requirements to attend), U.S. Passport or Naturalization documents.
  - iii. Copy of driver's license
  - iv. Copy of high school diploma or High School Equivalency Certificate (formally GED) (evidence of meeting education requirements to attend)
  - v. Copy of Personal History Statement and related background investigation report
  - vi. Copy of L-2 (most current form used – available from TCOLE website)
  - vii. Copy of L-2 Addendum (this is a Hill College Police Academy form)
  - viii. Copy of L-3 (most current form used – available from TCOLE website)
  - ix. Copy of L-3 addendum (this is a Hill College Police Academy form)
- b. All copied documents (listed above) must be initialed and dated by the agency head or training coordinator for the police department, certifying they are copied from an original document.
- c. Agencies must certify a fingerprint check and criminal history check was done on a standardized form, signed and notarized by an agency representative.
- d. Agencies must certify checks were made related to eligibility to drive shall be done on a standardized form, signed and notarized by an agency representative.
- e. Agencies must certify the applicant is not prohibited by law from possessing firearms or ammunition on a standardized form, signed and notarized by an agency representative.
- f. Agencies must certify a background investigation was completed on a standardized form, signed and notarized by an agency representative.

- g. Agencies must certify that the applicant does not have a TCOLE license denied by final order or revoked.
- h. Agencies must use physicians for examinations that fully comply with Texas Administrative Code 217.1 (b) (11).
- i. Agencies must use psychologists/psychiatrists for examinations that fully comply with Texas Administrative Code 217.1 (b) (12).
- j. Applicants must complete an application document provided by the Hill College Police Academy.
- k. Applicants must complete an Exercise and Health Risk Questionnaire which must be presented to the examiner who completes the L-2 document.

The police academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: *(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

#### 1.2. Independent Attendees

- a. In order to be accepted into the basic academy program, applicants must meet the most current minimum attendance and licensing requirements set forth by TCOLE, along with completion of the academy's application and acceptance process.
- b. A background investigation must be completed by the police academy coordinator or a designee trained and experienced in the process. All applicants must complete the Hill College Police Academy Interest Document (online form) along with an Application and a Personal History Statement.
- c. All TCOLE required exams must be completed (L2 – Medical and Drug Screen; and L3 - Psychological) along with Hill College Police Academy Forms *L2 Addendum* and *L3 Addendum*. The Training Coordinator shall approve authorized medical providers and psychologists for use in examinations.

The police academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: *(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

The following are steps for individual applicants applying for admission to Hill College Police Academy:

- a. Phase 1
  - i. Initial interest form and screening documents completed and submitted to the Training Coordinator.
  - ii. Training Coordinator or a designee will review this for any automatic disqualifiers.
- b. Phase 2
  - i. Preliminary background interview
  - ii. Issuance of application documents
  - iii. Issuance of a Personal History Statement for completion

- iv. Return of Personal History Statement to Training Coordinator along with related documents including a certified copy of birth certificate, DD214 or related documents, high school diploma or GED
- c. Phase 3
  - If the applicant passes the preliminary background interview and investigation, the applicant will be required to complete the following at their own expense:
    - i. FAST background check
    - ii. DPS driver's license report showing license to be current and valid
    - iii. Psychological evaluation and completion of TCOLE form L3 and Hill College Police Academy form L3 Addendum (Psychologist must be approved by the Hill College Police Academy Coordinator)
    - iv. Medical evaluation and completion of TCOLE form L2 and Hill College Police Academy form L2 Addendum (Medical professional must be approved by the Hill College Police Academy Coordinator)
    - v. Drug screen and completion of TCOLE form L2 and Hill College Police Academy for L2 Addendum (Medical professional must be approved by the Hill College Police Academy Coordinator)
- d. Phase 4
  - i. Interview of Training Coordinator
- e. Phase 5
  - i. Meningitis vaccination or documentation of completion (if applicable – under 22 years old)
  - ii. Notification of academy date

### 1.3 Background Investigation

It shall be the policy of the Hill College Police Academy to conduct a background investigation of all individual applicants. The following applies to these investigations:

- a. Personal History Statement - A person who seeks to be accepted for attendance shall complete and submit to the Training Coordinator a personal history statement on a form prescribed by the Academy before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession, and is of good moral character.
- b. Investigative Requirements for the Academy - A complete background investigation includes the following inquiries and a review of all criminal history and driving record returns to determine that the person seeking appointment meets the requirements outlined in the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure, and that the person's personal history statement is accurate and truthful.
- c. For each person seeking to be accepted for attendance, the Training Coordinator or designee shall:
  - i. Review all documents submitted by the applicant

- ii. Review the results of medical and psychological testing
- iii. Review all declarations made by the applicant for compliance with licensing standards and disqualifiers of the academy.
- iv. Contact all personal references and employers and document the answers to inquiries concerning the applicant.
- v. Complete a written report of his or her findings and recommendations.

#### 1.4 Enrollment

- a. Upon approval to attend a police academy class, applicants must complete all required Hill College enrollment processes.
- b. Applicants are responsible for obtaining and displaying motor vehicle parking permits on campus and for complying with regulations for parking, paying traffic fines, and obeying speed limits.
- c. Applicants are responsible for prompt payment of all financial obligations to the College.

#### 1.5 Fees

- a. Tuition and fees are subject to change without notice.
- b. Agencies sending cadets to the Hill College Police Academy must arrange for billing through the college business office.
- c. Items of clothing and other equipment will be the responsibility of the cadet officer or agency.
- d. Payment for class costs must be made in accordance with Hill College rule and policies.
- e. Cadets requesting financial aid and Veteran's Administration loans or similar programs will be responsible for ensuring that all the necessary paperwork is completed and filed.
- f. Refunds to cadets or agencies for drops or failures shall be determined by Hill College policies and operational guidelines.

#### Early Admissions/Concurrent Enrollment/Dual Credit Program

Hill College sponsors an Early Admissions/Concurrent Enrollment/Dual Credit Program for the benefit of qualified high school students. Students who participate in the Early Admissions/Concurrent Enrollment/Dual Credit Program have the opportunity to accelerate their college program to save both time and money. Students enrolled in high school may be admitted under the following conditions:

- 1. High School students in an accredited high school, who seek to enroll in an academic course(s), a transfer course(s), or selected Career and Technical Education courses in an Associate Degree Program or Certificate of Technology or Certificate may be admitted based on successful completion of the following:
  - a. STARR End-of-Course (EOC): English III EOC combined assessment in both reading and writing Level 2 TEA recommended score and Algebra II EOC Level 2 TEA recommended score **OR**  
 STARR End-of Course (EOC) Dual Credit Only Waiver: English II EOC combined assessment in both reading and writing Level 2 TEA recommended score and Level 2 TEA recommended score on Algebra I EOC and a passing grade in Algebra II high school course.

- b. Present a passing score on the Texas Success Initiative Assessment (TSIA) or an approved alternative assessment instrument, such as ACT or SAT, in a least one area (mathematics, reading, or writing) as deemed applicable by the college for the intended course or program. Students who are exempt from the TSI by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.
  - c. Students must have completed the Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.
  - d. Students must submit an application for admission and a current high school transcript (prior to graduation).
2. High School students in an accredited high school, who seek to enroll in Certificate of Completion courses may be admitted based on successful completion of the following:
    - a. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.
    - b. Students must submit an application for admission and a current high school transcript (prior to graduation).
3. Students who are enrolled in a non-traditional secondary education program (i.e., a home school or a non-accredited high school), who seek to enroll in an academic course(s), a transfer course(s), or selected Career and Technical Education courses in an Associate Degree Program or Certificate of Technology or Certificate may be admitted based on successful completion of the following:
    - a. Present a passing score on the Texas Success Initiative Assessment (TSIA) or an approved alternative assessment instrument, such as ACT or SAT, in a least one area (mathematics, reading, or writing) as deemed applicable by the college for the intended course or program. Students who are exempt from the TSIA by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.
    - b. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the non-traditional secondary education principal or designee.
    - c. Students must submit an application for admission and a current transcript (prior to graduation).
4. Students who are enrolled in a non-traditional secondary education program (i.e., a home school or a non-accredited high school), who seek to enroll in Career and Technical Education Certificate of Completion courses may be admitted based on successful completion of the following:
    - a. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.
    - b. Students must submit an application for admission and a current transcript (prior to graduation).

All students who participate in the Early Admissions/Concurrent Enrollment/Dual Credit Program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester by semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment. Students participating in the Early Admissions/ Concurrent Enrollment/Dual Credit Program must submit a final high school

transcript upon graduation from their high school or a state issued Certificate of High School Equivalency.

## VETERANS

Veterans are admitted on the same basis as other students. Hill College welcomes active duty service members, veterans and their families to our campus/center to achieve their educational goals. Our Student Information Services staff are here to assist in the transition to college life and management of degree completion. Veterans or dependents of veterans are encouraged to visit our [website](https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html) for assistance at [https://www.hillcollege.edu/Admissions\\_Aid/Admissions/Veteran.html](https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html) or contact our Special Populations Coordinator at 254-659-7606.

## COMMON ADMISSION APPLICATION FORM

Hill College accepts freshman and transfer application using the electronic common admission application form adopted by the Texas Higher Education Coordinating Board pursuant to Education Code 51.762. Education Code 51.762; 19 TAC 4.11(a)-(b), also known as Apply Texas.

## ACADEMIC FRESH START FOR ADMISSIONS DECISIONS

According to Texas Senate Bill 1321 (1993), if an applicant elects to seek admission under this section, Hill College, in considering the application for admission, shall not consider academic course credits or grades earned by the applicant ten or more years prior to the start date of the semester for which the applicant seeks to enroll. An applicant who makes the election to apply under this section and is admitted as a student may not receive any course credit for courses under-taken ten or more years prior to enrollment. A student's Texas Success Initiative (TSI) exemption based on work completed prior to the Fall of 1989 is retained regardless of any election of Academic Fresh Start.

Students must request an Academic Fresh Start at the time of application. Students are requested to complete the Academic Fresh Start for Admissions Decision Form. Students will not be granted an Academic Fresh Start until the admission file is complete. This option does not relieve students from notifying the college of attendance at previous institutions nor of the need to submit transcripts indicating all previous course work attempted. For additional information on Academic Fresh Start, contact Student Information Services.

## ADMISSIONS COMMITTEE

College administrators, faculty, and staff constitute the Admissions Committee. The committee shall consider individual student requests for admission or readmission when the student does not meet the college's standard admission requirements. Requests for hearings are made to Student Information Services.

## CONTINUING EDUCATION

Hill College is committed to the educational and cultural development of citizens throughout its service area. The mission of the Continuing Education (CE) is to provide courses and programs that meet regional business and industry needs as well as special interests of residents of our

service area. The purpose of the CE Office is to prepare students for certification in a skill or trade and to facilitate continual self-improvement through professional development and personal enrichment classes. The specific goals of the program are to:

1. Provide opportunities for people of all ages to enrich their cultural lives and pursue their personal interests;
2. Provide workforce education and training to adults to assist them in acquiring or upgrading technical skills leading to employment or job advancement;
3. Sponsor in-service training opportunities for area employers and professionals to satisfy organizational needs and educational requirements for licensing or credentialing; and,
4. Provide other instruction as required to meet community needs.

These programs typically consist of non-credit experiences such as short courses, seminars, workshops, and lectures. Application and registration for all CE courses requires a completed Continuing Education Registration form. Hill College has an open admission policy, which ensures that everyone who can profit from a college education has an opportunity to enroll. When applicable, courses may have additional admission and/or registration requirements that need to be met in order to comply with a certifying/licensing agency or a funding source.

Students will be informed of all admission and/or registration requirements for each course/program and can register at any Hill College campus/center location, contingent upon meeting program specific requirements. Persons registering for contract classes will be registered on site and/or by special arrangement. Each course/program requires payment of tuition/fees which is determined by the length and nature of the learning activity.

## ADMISSION PROCEDURES

The procedures for entering Hill College are as follow:

1. Complete an online Application for Admission. (available at [https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX))

If you are going to live on campus, a completed Resident Application (with the \$50.00 non-refundable housing processing fee and a \$200 refundable residence hall damage fee) and health forms are required. A meningitis vaccination is required a minimum of 10 days prior to occupancy. (All International Students attending on the Hill County Campus are required to live in Hill College residence halls.)

2. Submit all required official transcripts.

If you are a first-time college student, request your high school transcript be sent to Student Information Services. If you are a transfer student, request each college/university attended to send an official transcript of credits directly to Student Information Services. A personally delivered transcript will not be accepted as an official record unless it is delivered in a sealed college envelope. If not a high school graduate, send a state issued High School Equivalency Certificate or contact Student Information Services for further information.



3. Request any scores on the STARR End-of-Course (EOC), Texas Success Initiative Assessment (TSIA), American College Testing Program (ACT), or Scholastic Aptitude Test (SAT) be forwarded to Hill College.
4. Meningitis Vaccination is required for students that are 21 years or younger 10 days prior to the 1<sup>st</sup> class day. Meningitis vaccinations are valid for 5 years from the injection date. Exceptions can be made for students with a signed affidavit or certificate from a physician that states the vaccination would be injurious to the health of the student or students who sign an affidavit stating that the student declines the MV for reasons of conscience, including a religious belief. A conscientious exemption form can be found on the Texas Higher Education Coordinating Board website.
5. Academic and Career Pathway Advising. Education plan and TSI requirement advising should be conducted prior to registration at Hill College. Academic Advising and Success Centers are located on the Hill County Campus, Johnson County Campus and Burleson Center. All students can access degree plans and additional account information using MyRebel, the online student portal.
6. Hill College requires MANDATORY ADVISING prior to registration each semester. Registration is available online using MyRebel, the online student portal. Students with holds prohibiting online registration, must register in person through one of the Academic Advising and Success Centers, located on the Hill County Campus, Johnson County Campus or Burleson Center. Registration dates and information are located on the Hill College web page and on the Academic Calendar.

### TEXAS SUCCESS INITIATIVE (TSI)

Senate Bill (SB) 286, passed by the 78<sup>th</sup> Texas Legislature repealed the Texas Academic Skills Program (TASP) and created the Texas Success Initiative (TSI) regarding student assessment and developmental education. The TSI requires mandatory assessment for all students. The bill authorizes the Texas Higher Education Coordinating Board to prescribe assessment instruments with a statewide passing standard. The TSI requires an institution to develop an individualized plan for each student who needs to attain college readiness. The initiative allows an institution to determine when a student is ready to perform freshman-level academic coursework. The institution must make its determination on an individual basis according to the needs of the student. SB 286 requires each institution to report annually to the Coordinating Board on the success of its students and the effectiveness of its Success Initiative.

Hill College's TSI Plan is designed to provide guidelines for students under the Texas Success Initiative. The following components are included in the plan: Developmental program mission, organization, program objectives, design, outcomes and policies; assessment requirements for early enrollment/concurrent credit/dual credit students and college students; testing exemptions; plan for academic success; criteria for determining college readiness; re-test criteria; information for academic advising; and program reporting and evaluation. An Individual Academic Success Plan will be developed by an Academic Advisor, Developmental Education Success Coordinator or faculty advisor for students, who do not meet the minimum passing academic standard.

### TSI EXEMPTIONS, EXCEPTIONS, AND WAIVERS

Under TSI, all students seeking an Associate degree or Certificate of Technology are required to test unless otherwise exempt based on one of the following:

1. Earned within the last five years, an ACT composite score of 23 or higher with individual mathematics and English scores of no less than 19. ACT scores are valid for five years from the date of testing.
2. Earned within the last five years, on SAT:
  - a. Taken prior to March 5, 2016: Composite score of 1070 and a minimum score on the Critical Reading of 500.
  - b. Taken on or after March 5, 2016: Minimum score of 480 on the Evidence-Based Reading and Writing and a minimum score of 530 on Mathematics.
3. A student who scores one of the following:
  - a. STARR End-of-Course (EOC): English III EOC combined assessment in both reading and writing Level 2 TEA recommended score and Algebra II EOC Level 2 TEA recommended score OR
  - b. STARR End-of Course (EOC) Dual Credit Only Waiver: English II EOC combined assessment in both reading and writing Level 2 TEA recommended score and Level 2 TEA recommended score on Algebra I EOC and a passing grade in Algebra II high school course.
4. Possess an Associate's or Bachelor's degree from an institution of higher education.
5. A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework in math, English, and/or intensive reading (C or higher), as determined by the institution.
6. A student who enrolls in a Certificate of Completion; a program of 42 or fewer semester credit hours.
7. A student serving in the military or active duty as a member of the armed forces of the U.S., the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, of the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S.
9. A student who is a non-degree or non-certificate seeking student. A casual enrichment student may enroll in up to 12 hours before testing. To enroll as a non-degree or non-certificate seeking student, the following criteria must be met. The student:
  - a. Must not be seeking an Associate degree or Certificate of Technology,
  - b. Must meet admissions requirements,
  - c. Cannot qualify for financial aid (PELL, student loans, work-study, etc.),
  - d. Must meet all course prerequisites.

10. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

### Assessment Instruments

Hill College administers the Texas Success Initiative Assessment (TSIA) to assess college readiness.

### Criteria for Determining College Readiness

There are three ways for Hill College students to meet college readiness standards:

1. Pass one of the recommended assessment instruments, e.g. ACT, SAT, STARR End-of-Course (EOC), TSIA.
2. Successfully complete the sequence of the prescribed developmental education courses in the deficient area with a “C” or higher.
3. Qualify for Texas Success Initiative Assessment (TSIA) exemptions/waivers

### REGISTRATION

The registration schedule is published on the Hill College website and on the Academic Calendar. Traditional fall, spring, and summer semester classes are available with 8-week and mini semesters offered during the year. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees. Mandatory advising is required each semester. Once a student has met with an Academic Advisor or Success Coordinator in person or via other electronic methods, the student may complete the registration process.

### MYREBEL

Through MyRebel, on Hill College’s Home Page at [www.hillcollege.edu](http://www.hillcollege.edu), all students may view their transcript, mid-term grades, final grades, account status, holds, and class schedule. Students should contact the Academic Advising and Success Center for information about on-line registration.

## FEES AND FINANCIAL AID

### RESIDENCE STATUS

The legal residence of each Hill College applicant for tuition purposes will be determined by Student Information Services. Documentation may be required.

1. To be classified as a Texas resident a student must clearly establish residence in Texas for the 12 months preceding their enrollment for other than education purposes.
  - a. An In-District resident is a Texas resident who resides in one of the following school districts at the time of their enrollment for other than educational purposes: Abbott, Bynum, Covington, Hillsboro, Itasca, and Whitney. In addition, the Hill College Board of Regents has authorized In-District status to students who reside in one of the following school districts, which support Hill College through a maintenance tax, at the time of their enrollment for other than educational purposes: Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus.
  - b. An Out-of-District resident is a Texas resident who does not reside in one of the school districts listed above.
2. An Out-of-State resident is an individual who has not resided in Texas for the 12 months preceding their enrollment at Hill College.
3. An Out-of-Nation resident is an individual who is not a citizen or permanent resident of the United States. Contact Student Information Services for information on visas that are eligible for in-state tuition.

The Board of Regents of Hill College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who has owned property which is subject to ad valorem taxation by the district for at least twelve months prior to enrollment. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the district, prior to each enrollment.

The responsibility of registering under the proper residence classification is that of the student; and if there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with Student Information Services.

### EXPENSES

#### ROOM AND BOARD COSTS

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable \$50.00 processing fee. Additionally, there is a \$250.00 residence hall deposit. Deposit or partial deposit may be refundable upon move out, if there are no damages. Room and board payment is required prior to moving into the residence halls. Students may obtain a Resident Application in the Office of Residential Life or online at <https://www.hillcollege.edu/Residential%20Life/Index.html>

Hill College has a 19 meal plan, which provides three meals a day, Monday through Friday, and two meals (lunch and dinner) on Saturday and Sunday. A meal plan is mandatory for all residence hall students and is \$1,500 per semester.

Please refer to the Residential Life website at <https://www.hillcollege.edu/Residential%20Life/Index.html> for current room and board charges. Room and board charges are subject to change without notice.

## DISTANCE LEARNING

Faculty members determine whether their online/distance education courses will require proctored testing. Hill College offers free proctored testing services to Hill College online/distance education students through the Hill College Testing Centers. Testing outside of Hill College is typically done at another college or a testing organization. Testing sites set proctor fees according to their independent fee schedule.

## TUITION & FEE SCHEDULE

Tuition and fees are payable in full at the time of registration. Students have an option for a payment plan at the time of registration. Failure to make payments on time may result in student being dropped from classes!

Please refer to the Hill College Fees & Tuition website at [https://myrebel.hillcollege.edu/ICS/Welcome.jnz?portlet=Tuition\\_%26\\_Fees](https://myrebel.hillcollege.edu/ICS/Welcome.jnz?portlet=Tuition_%26_Fees) for the current tuition and fees schedule. Tuition and fee charges are subject to change without notice.

There is a \$200 surcharge for any course attempted more than twice per Education Code 54.014, 130.0034.

## PAYMENT OPTIONS

To help meet your educational expenses, Hill College is pleased to offer a convenient online payment option. Students who choose to use College Green Payment Plan through Herring Bank and may select installment plans that are spread over several months, depending on the length of the semester. They may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express or Discover credit cards. In addition to the variety of choices available, the student also has the convenience of paying online as soon as he or she has registered.

Payments may also be made at the business office.

The total installment payment must be paid in full on or before the date due.

1. Students who fail to make payments:
  - a. Will have a hold placed on their records;
  - b. Will be prohibited from registering for classes;

- c. Will still be responsible for the full amount due under the contract;
  - d. Will receive no grades, awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled and may be denied credit for the work done that semester.
  - e. Upon full payment of the amount due, the hold will be released.
2. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
  3. Students dropping hours will pay installments on the basis of the original installment contract. Any and all refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
  4. Students withdrawing from the college must pay all tuition and fees owed. Withdrawal does not cancel or void installment payment plan contract.

### REFUND POLICY

Hill College shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws in accordance with the Drops and Withdrawal Refund Schedule. The indicated percentages are applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. (Class days refer to the number of calendar days the institution normally meets classes, not the days a particular course meets.)

1. Coordinating Board approved semester-length courses for which semester credit hours are awarded:
  - a. A 100 percent refund is to be made for courses dropped prior to the first class day.
  - b. During the fall or spring semester or comparable trimester:
    - i. during the first fifteen class days, 70 percent
    - ii. during the sixteenth through twentieth class days, 25 percent
    - iii. after the twentieth class day, none; and
  - c. Six-week summer semester:
    - i. during the first five class days, 70 percent
    - ii. during the sixth and seventh class days, 25 percent
    - iii. after the seventh class day, none.
2. For flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
  - a. prior to the first class day, 100 percent
  - b. after classes begin, see table:

Drops and Withdrawals		
Length of Class Term in Weeks	Last day for 70 percent refund	Last day for 25 percent refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc.

Tuition and fees paid directly to Hill College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

The refund for all students receiving Title IV financial aid will be based on the last date of attendance and must be allocated in the following order: Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Student.

All other refunds will be made in accordance with state refund policies as published herein.

#### TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how a school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law at Hill College are: Federal Pell Grants, Direct Loans, PLUS loans, and Federal Supplemental Educational Opportunity Grants (SEOG).

When you officially withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Hill College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post withdrawal disbursement (PWD). If the PWD includes loan funds, Hill College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Hill College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the PWD.

Hill College must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that if you were scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loans funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

If you receive (or Hill College or your parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the Department of Education to return the unearned grant funds.



The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Hill College may also charge you for any Title IV program funds that the school was required to return. If you do not already know what the refund policy is, you can ask the school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

#### UNOFFICIAL WITHDRAWALS AND TREATMENT OF TITLE IV AID

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Hill College must assume, for Title IV purposes, that the student has unofficially withdrawn, and use the midpoint of the semester in the calculation to determine the amount of Title IV assistance earned. If the school can verify the student's last date of attendance at an academically related activity that is beyond the midpoint of the semester that date can be substituted, in the calculation, for the midpoint date.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid online <https://studentaid.gov/>

#### OVERDUE FINANCIAL OBLIGATIONS

All accounts must be paid when due. Before the end of each semester or term, each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student's record, and Student Information Services will withhold any grades, credits, diplomas, and other benefits until the obligation is discharged.

The student may be dropped from the rolls for nonpayment of any financial obligation. A schedule change fee of \$10 shall be assessed for drop processing. A service fee is charged for each bad check.

#### FINANCIAL AID

The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic, career and technical, and/or athletic ability. These scholarships are awarded on the basis of ability and participation in specific activities. Information and applications are available in Student Information Services. Any student, upon request, may review a copy of documents describing the institutions accreditation, approval, and licensing bodies by contacting the Office of the Vice President of External Affairs.

Early Admissions, Dual Credit Enrollment, or students not determined to be a Regular student (as per Hill College's catalog description) are not eligible for student financial aid.

#### DEADLINES

FAFSA Applications for Federal Financial Aid should be submitted by the priority dates of by July 1st for the fall semester, November 1st for the spring semester, and April 1st for the summer

semester. For the purpose of Federal Financial Aid, summer is treated as one term and the Federal Aid used will be considered as continuation of the prior award year.

If the student's financial aid is not available on the date of registration, the student is then held responsible for tuition and fees. Students needing financial assistance should return all requested documentation on or before the stated deadlines or the deadline noted on school correspondence.

Student loans may not be awarded after the last day to receive a "W" for any semester. These dates are published in the yearly academic calendar.

## FEDERAL ASSISTANCE

Federal Pell Grant- Federal Pell Grants are available to eligible undergraduate students who have not yet received a bachelor's degree or a professional degree, are enrolled as a regular student in a degree or certificate program, meet program eligibility requirements, and have submitted a valid Student Aid Report (SAR). Students must establish grant eligibility by participating in a face to face class prior to census date (12<sup>th</sup> class day). Students participating in online classes must establish grant eligibility prior to census date (12<sup>th</sup> class day) by submitting a post, submitting an assignment, or by the criteria set forth by the instructor. Award amounts adjust according to the number of hours a student is enrolled in and the award will adjust down when a student does not establish eligibility as described.

Students first enrolled in an eligible postsecondary program on or after July 1, 2012 may only become eligible through one of the Ability to Benefit (ATB) alternatives if the student is enrolled in an "eligible career pathway program". Students using ATB that were enrolled prior to July 1, 2012 will still be eligible for the benefit if meeting satisfactory academic progress. A student may be eligible to enroll at Hill College on individual approval but would not be eligible to receive financial aid. Please contact Student Information Services if you have further questions.

The eligibility criteria are demonstrated by financial need. Students planning to attend Hill College must complete the Free Application for Federal Student Aid (FAFSA). The results of this application will produce a dollar amount that the student and/or the families are reasonably expected to contribute toward the students educational expenses. This amount is called the "Expected Family Contribution" or EFC. It is subtracted from the estimated cost of education determined by the school resulting in what is called documented NEED. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the student's award. Students may receive aid up to this amount of need but may not exceed it. Grant funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and the Treatment of Title IV Funds for grades of all F's in the student handbook.

### Federal Campus-Based Programs

Federal Supplemental Educational Opportunity Grants (SEOG) – This grant is for undergraduates with exceptional need, that is, students with the lowest Expected Family Contribution (EFC) who are also Pell Grant recipients. SEOG is awarded on a first come-first serve basis. The student's enrollment status on census date will determine the amount of the award. The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops

attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and Treatment of Title IV Aid.

Federal Work-Study Program (FWS) – The purpose of the Federal Work-Study Program is to give part-time employment to students who need the income to help meet the cost of postsecondary education and to encourage FWS recipients in community service activities including *America Reads*. A student must have "financial need" to be eligible for a FWS position. The student's cost of attendance must be more than the amount of his or her Expected Family Contribution (EFC) as calculated by the Federal Need Analysis Methodology. The pay rate is above the minimum the law requires (subject to change). A portion of Federal Work-Study funds will be used to fund workers for community service employment. A small percentage of Federal Work-Study money is made available to less than full-time students. A student must be enrolled in at least six hours to be eligible. Upon request from the student, payment of FWS funds can be made directly to the student's account to offset any unpaid institutional balance.

The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package are available for inspection in the Financial Aid Office, and a copy is given to those who apply for and/or receive Federal Work-study. Work-Study students have the option to sign a statement that allows the payroll department to apply their earnings toward their unpaid bill. The student has a right to rescind this statement at any time.

All awards from financial assistance programs funded by the federal or state government are administered according to laws and regulations governing those programs. Policy and guidelines are subject to change as required by federal, state, or institutional policy and guidelines.

William D. Ford Direct Loan Program (DL) – Students interested in applying for a student loan will be required to complete a FAFSA, Master promissory Note and Entrance counseling. FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) is required each academic year. The Master Promissory Note requires a signature once every ten years. If no disbursement is made within one year of signing, then the student will be required to sign a new Master Promissory Note. Entrance and Exit counseling are required for the loan program. Policy and guidelines concerning loan counseling are ongoing and subject to change. Please refer to the website for the latest instructions on loan procedures. Repayment on a student loan begins 6 months after one of the following events: 1) the student graduates, 2) ceases to be enrolled at least 6 credit hours (half-time status) or 3) is no longer enrolled at Hill College.

Loan refunds will not be released for 30 days after class begins for first-year, first time borrowers. Contact the Student Information Services for additional information.

Student loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in each semester's class schedule.

## STATE ASSISTANCE

Texas Public Educational Grant (TPEG) – This grant may be available to students who are enrolled and have established "need" and in relation to the availability of funds. Hill College uses the results established by the Free Application for Federal Student Aid (FAFSA) as a basis to

establish need. The student's enrollment status on census date will determine the amount of award.

Some TPEG funds are available to out-of-state students who have established "need" and meet eligibility requirements.

TEXAS Grant – Beginning with the 2014-2015 school year, community college students are no longer eligible for initial year TEXAS Grant awards. Community College students eligible for renewal year TEXAS Grant awards should contact Student Information Services prior to enrolling in classes.

TEXAS Equal Opportunity Grant – To receive a TEOG award, students must be a Texas resident, enroll at least half-time in the first 30 hours of a certificate or associate degree plan at a two-year institution, show financial need by completing the Free Application for Federal Student Aid (FAFSA), complete their financial aid file and their admissions file, not be convicted of a felony or crime involving a controlled substance, and not have an associate's degree or baccalaureate degree. Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours for four years, or until they receive an associate's degree, whichever comes first. The academic requirements for continuing in the program are completion of at least 75 percent of the hours taken in the prior academic year, plus an overall financial GPA of at least a 2.5 on a 4.0 scale (subject to change). Transfer students eligible for renewal year awards should contact Student Information Services and advise of their eligibility.

State Work-Study – This program provides a limited number of work opportunities for eligible students who are Texas residents and are not receiving an athletic scholarship.

Vocational Rehabilitation – The Texas Educational Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally disabled as a result of being physically or mentally disabled. For further information, contact Vocational Rehabilitation, 2205 Austin Avenue, Waco, Texas or the TRC in your area.

Texas Exemptions and Waivers – The State of Texas and Hill College provide and fund several tuition and/or exemption and/or waivers. Interested students should contact the Student Information Services for additional information. Exemptions and waivers include, but are not limited to the following:

- Adopted Students Formerly Under Conservatorship of TDFPS
- Blind and Deaf Students
- Competitive Academic Scholarships for Nonresident Students
- Firefighter enrolled in Fire Science Courses
- Foster Care Students (current or former)
- Hazelwood Act for Texas Veterans
- Highest Ranking High School Graduate
- Peace Officers enrolled in Law Enforcement/Criminal Justice Courses
- Senior Citizen (55 and over)

## VETERANS

## Benefits and Services

Veterans are admitted on the same basis as other students. Hill College welcomes active duty service members, veterans and their families to our campus/center to achieve their educational goals. Our Student Information Services staff are here to assist in the transition to college life and management of degree completion. Veterans or dependents of veterans are encouraged to visit our [website](https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html) for assistance at [https://www.hillcollege.edu/Admissions\\_Aid/Admissions/Veteran.html](https://www.hillcollege.edu/Admissions_Aid/Admissions/Veteran.html) or contact our Special Populations Coordinator at 254-659-7606.

Federal, State, and/or Hill College Financial Aid Policies and Procedures are subject to change. For the most up-to-date version of policies and procedures, visit our website at [www.hillcollege.edu](http://www.hillcollege.edu).

### Benefits for Texas Veterans

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been used up or lapsed may be entitled to free tuition under the state law. Texas Veterans and/or their dependents, who have exhausted their educational benefits, may attend Hill College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's benefits will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD214) on file in Student Information Services
5. Present proof of ineligibility for educational benefits from the Veteran's Administration
6. Have served 180 days beyond basic training

Veterans should reference the Texas Veterans Commission at [www.tvc.texas.gov](http://www.tvc.texas.gov) for eligibility requirements.

### HILL COLLEGE INSTITUTIONAL SCHOLARSHIPS

Students and/or prospective students may be eligible for institutional scholarships based on academic and/or vocational excellence, achievement, or ability in various activities such as athletics, band, choir, music, drama, and rodeo. Some scholarships are based on financial need of the student (determined by the FAFSA); others have specific requirements as stipulated by the donor. For scholarship information, please go to the Hill College website at [www.hillcollege.edu](http://www.hillcollege.edu) or contact the Student Information Services at the Hill County Campus or the Johnson County Campus. The deadline for applying for academic and endowed scholarships is June 1<sup>st</sup>. These scholarships are awarded on a yearly basis and must be reapplied for annually.

Academic Scholarships—Students with a GPA of 2.5 or better, on a 4.0 scale, can apply for an academic scholarship. Applications are available on the Hill College website. Application deadline is June 1.

Endowed Scholarships--Hill College offers several endowed scholarships. Scholarship applications are available on the Hill College website.

Activity/Departmental Scholarships--Hill College awards scholarships based on ability and/or participation in band, choir, drama, art, and for other activities as designated by the college. Scholarship awards are made by the director or department of each individual program.

Athletic Scholarships--Scholarships in programs such as men's and women's basketball, men's and women's rodeo, men's and women's soccer, women's softball, men's baseball, women's volleyball are awarded based on ability and/or participation in the program. These scholarships are awarded by the coach or director of the program.

Non-Institutional Scholarships--These scholarships are awarded to individuals by organizations and/or entities outside the institution. Organizations and/or individual recipients are responsible for notifying Hill College by August 1 in order for the award to be credited to the student's account in time for registration. Non-Institutional scholarships and/or awards will be credited to a student's account only after there is a signed statement from the donor stating that payment will be made directly to the college.

#### Other Benefits

Depending upon individual qualifications, students may receive benefits from the Bureau of Indian Affairs, Social Security Administration, Workforce Innovation & Opportunity Act (WIOA), or Texas Department of Assistive and Rehabilitative Services. Students interested in these benefits must see each organization respectively.

#### Application Procedures

There are three (3) options to complete a FAFSA. On all applications Hill College must be identified as one of the schools that are eligible to receive the information. The identification number for Hill College is 003573.

##### Option 1 FAFSA on the Web

Hill College recommends that a student complete the Free Application for Federal Student Aid (FAFSA) via the web. The address is <https://studentaid.gov/h/apply-for-aid/fafsa>. This process allows the student to enter new applications or enter renewal applications.

##### Option 2 Mail FAFSA to the Federal Processor (Student must call 1-800-433-3243 to request a paper FAFSA).

Mail the Free Application for Federal Student Aid to the federal processor per directions on the application. A student should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks either by mail or email (if an email address was given on the FAFSA).

### Option 3 Electronically Filing at Hill College

Hill College provides computers in Student Information Services on the Hill County Campus, Johnson County Campus and Burleson Center for this purpose. No fee is charged for this service.

After receiving the information, Student Information Services will alert the student by email to the information that is needed to complete his or her file. Financial Aid awards will not be made until the student's file is judged complete by Student Information Services staff. Students are provided a Hill College email account upon application and are encouraged to review it often.

### Determination of Financial Need and Eligibility

The amount of financial aid that a student is eligible to receive will be determined by the Expected Family Contribution (EFC) that is calculated by the Federal processor and which appears on the SAR and/or Institutional Student Information Record (ISIR). This is the amount that a student and/or his or her family are expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the "Cost of Attendance" or "Cost of Education." This is the amount, as determined by federal and state guidelines, that it will cost the "average" student to attend Hill College per year (based on a 9-month budget). If you feel that you may have extenuating circumstances which might warrant additional expenses being added to your "Cost of Attendance" budget, contact Student Information Services.

### Satisfactory Academic Progress Standards (SAP)

All students receiving federal and/or state financial aid must demonstrate satisfactory academic progress (SAP) in accordance with institutional, state and/or federal guidelines. All periods of enrollment at Hill College must be counted, including semesters where the student did not benefit from financial aid. There are three components included in the standards that compose satisfactory academic progress: cumulative grade point average (GPA), successful completion of courses, and time frame.

#### 1. Financial Aid Minimum Grade Point Average (GPA)

A cumulative GPA of at least 2.0 must be maintained upon the completion of each semester. Grades of A, B, C, D, F, and S will be included. Grades of W, and I are not included in the GPA. Transfer hours will be included in the cumulative financial aid GPA calculation when the grades are posted on the Hill College transcript. For financial aid calculation purposes, remedial classes are counted in the GPA

#### 2. Successful Completion Rate

67% of all hours attempted each semester must be completed to successfully maintain satisfactory academic progress (SAP). Hours attempted are measured according to enrollment on census date. Grades of F, W, and I are counted towards total hours attempted but not successfully completed each semester. For financial aid calculation purposes, remedial classes are counted in the completion rate.

#### 3. Maximum Time Frame

Federal guidelines stipulate that the maximum time frame for successful program completion may not exceed 150% of the published length of the program. Transfer hours will count in the maximum time frame allowed. Repeated credits and remedial classes are counted in the maximum time frame calculation. Students who exceed the 150% maximum time frame limit will no longer be eligible to benefit from financial aid at Hill College.

4. Students may change majors while attending Hill College. However, excessive major changes can result in a suspension status. It is the student's responsibility to contact Student Information Services when a major is changed to determine remaining aid eligibility.
5. There is a limit of 30 total hours for remedial course work. Remedial hours attempted beyond the 30 hour limit will not be included in course load for determining enrollment status for Title IV payment purposes.

Blank grades or I's will be considered failing until a letter grade replaces the incomplete or blank grade and will count in the completion rate. Students are responsible for advising the financial aid office when I's have been completed.

The grade of "D" will be considered failing in the Vocational Nursing program. However, a grade of "D" is considered passing for financial aid and will be considered as such for financial aid satisfactory academic progress.

If a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

For questions, please contact Student Information Services or review the Federal Register 34CFR668.2(b).

In addition to the standards indicated above, the Student Information Services Administrators may use professional judgment to terminate financial aid eligibility. This may occur in a situation such as when a student falls extensively below a satisfactory academic standard and does not have a reasonable chance to meet the standard requirements by the end of the semester, or when a student fails all of their courses in a term.

### Evaluation of Satisfactory Academic Progress Standards (SAP)

Academic progress is evaluated at the end of the fall, spring, and summer semesters. All students receiving Title IV aid will be evaluated regardless of the number of hours enrolled. All course work will be evaluated whether or not the student received financial aid.

Students not meeting financial aid SAP are notified by email on their Hill College student email account. Students may also view their financial aid SAP status on their MyRebel student portal. Students are responsible for checking their student email account, and MyRebel student portal for communication concerning file completion, award acceptance, and SAP.

1. Financial Aid Warning



This is a warning semester. Students who fail to meet one or more of the SAP standards during a long semester will be placed on financial aid warning. Students on warning will be eligible to receive financial aid during the next semester.

## 2. Financial Aid Suspension

Students currently on warning, and who fail to meet one or more of the stated SAP standards will be placed on financial aid suspension. Students on financial aid suspension will not benefit from financial aid, including student loans until the minimum SAP standards are met. Students on financial aid suspension are encouraged to continue their enrollment at Hill College. The student is responsible for payment of courses.

## 3. Re-Entry

Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully earning a 2.0 GPA and a 67% completion rate. These students are responsible for submitting a financial aid appeal for the financial aid staff to evaluate the student's progress. If a favorable SAP status has been acquired, the suspension status will be removed.

## 4. Academic Plan

Students requesting an appeal that would not be able to reach financial aid SAP by the end of the next semester may be considered for an Academic Plan (AP). Placing a student on an AP requires a review of the selected major and determining a time in the future when the student will meet financial aid SAP. The student will be required to meet with a student navigator to discuss the class requirements and to sign off indicating he/she understands the requirements. The student will be required to meet with a student navigator at the end of each semester. If it is determined that the requirements for the semester were not met the student is no longer eligible for financial aid until the minimum SAP requirements are met. The student will be on suspension until financial aid SAP minimums of 2.0 GPA and 67% completion rate is met.

### Appeal Procedure

Students not meeting SAP are notified by email with information on how to file an appeal. The online appeal form is located under the Admissions & Aid navigation menu. The appeal status may also be checked online. An appeal request should be completed at least 45 days prior to the end of the semester that the student is requesting financial aid. Students should be prepared with an alternate payment plan for tuition, fees, books, and supplies.

Appeals may be requested for, but are not limited to the following circumstances: personal tragedy; significant illness or injury; death of a family member; change in degree/major; or lapse of time since your previous enrollment at Hill College.

The appeal will be reviewed by a student navigator and the student can view the status online. If the appeal is approved, financial aid eligibility will be restored after the student signs an academic plan or the student navigator has determined a probationary status for the next semester.

Students are responsible for checking their student email account and MyRebel student portal for communication concerning file completion, award acceptance, and satisfactory academic progress.

Students, whose appeal is denied, may within ten days of receiving notification submit a second appeal. The second appeal will be reviewed by the director of Student Information Services. Students may be placed on an academic plan if they can come into compliance prior to finishing their current program. If a student cannot come into compliance prior to finishing the program, financial aid will be denied.

#### Dropping Course(s) or Resigning from Hill College

Reducing a student's enrollment during any semester may have significant penalty. If a student is considering dropping one or more courses or resigning from the college after their financial aid has paid or after the end of the drop and add period, the student should contact the financial aid office to determine how this may affect their financial aid. This may include the following: 1) the student may be required to return some or all of the financial aid paid to their student account determined by the federally required return to Title IV process, 2) the student may be considered "deficient in attempted hours"; and, therefore, not making SAP progress, and 3) the student may go into repayment on federal loans if the student is enrolled less than ½ time for a period of time greater than the 6 month grace period or the grace period may be lost.

# STUDENT INFORMATION

## STATEMENT OF EQUAL OPPORTUNITY

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

### REGULAR STUDENT

A regular student is one that: is admitted into an aid eligible program and is seeking a degree in that program at your institution, is not enrolled in secondary school at the time they are receiving the aid, has either a HS diploma or High School Equivalency Certificate AND is over the age of compulsory education in the state the institution is located in.

### TRANSIENT STUDENT

A Transient Student is one that does not meet the requirements of a regular student and is a student at a private or out of state institution of higher education wishing to take classes for a non consecutive semester at Hill College while away from their school and not seeking a degree from Hill College, and has satisfactorily completed college level coursework as determined by the receiving institution.

### NON DEGREE SEEKING STUDENT

Non Degree Seeking Student is one that does not meet the requirements of a regular student and is, wishing to take classes for a non consecutive semester at Hill College while away from their school not seeking a degree from Hill College, and has satisfactorily completed college level readiness coursework as determined by the receiving institution.

### CASUAL STUDENT

A Casual Student is one that: does not meet the requirements of regular student and is wishing to take up to 8 credit hours, is not seeking a degree and is not enrolled at another institution of higher education. A casual student is exempt from TSI and cannot take TSI eligible courses until becoming a regular student.

### ACADEMIC ADVISING AND SUCCESS CENTER

The Academic Advising and Success Center guides students in developing educational and career pathways by fostering student success from registration to completion.

Hill College has a staff of Academic Advisors and Success Coordinators to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Students, regardless of academic skill level, are required to seek individual academic advising prior to scheduling classes. The Academic Advising and Success Center is open to students with questions about pathway planning, transcript evaluation, course transfer and other facets of college life. Advising activities are available to assist students in the successful completion of their needs and goals.

Hill College requires mandatory advising to registration each semester.

The following students are required to receive academic advising for the circumstances listed below:

1. Students who are entering Hill College for the first time.
2. Students who have stopped out of Hill College for over one year.
3. Students who have not met TSI requirements.
4. Students are required to be enrolled in developmental education courses.
5. Students who desire to change an academic pathway, withdraw/resign from courses after census, and register for a term load that exceeds the maximum allowed.
6. Student who are on academic probation and/or students who are returning from academic suspension.

Academic Advisors and Success Coordinators can arrange for testing to identify the student's interests, values, and personality traits. Information concerning employment opportunities in various fields is available. For the student who intends to pursue a four-year program, catalogs, from many colleges/universities, and other resources are available. Visit the Student Activities Calendar to determine University Transfer Recruitment dates. Other services available include tutoring, disability services, success workshops, and seminars. Campus and community support service referrals are made as needed. All information, assistance and guidance provided by the Academic Advising and Success Center is offered free of charge to current students and alumni.

## CAMPUS SAFETY

Campus Safety provides a safe and secure environment enforcing institutional, local, state and federal laws, and build relationships that foster trust, respect, and cooperation. Campus Safety maintains staff at the Hill County Campus, Johnson County Campus and Burleson Center. Hill College uses a system called Rebel Alert to quickly send out critical information in the event of an emergency or campus closing. The service enables administrators to send emergency notification to up to six phone numbers and two email addresses per student and employee. All employees and registered students are automatically signed up for Rebel Alert using email and phone numbers currently on file, but are encouraged to update their records at <https://www.getrave.com/login/hillcollege>.

## TESTING

Hill College has testing centers on the Hill County and Johnson County campuses. The Testing Center(s) offer the following exams:

- Accuplacer ATB exam (Ability to Benefit) – a placement exam which allows a student who is not a high school graduate access to financial aid through Title IV eligibility from the Consolidated and Further Continuing Appropriations Act of 2015;
- ATI TEAS Nursing Entrance Exam;
- CERTI PORT by PEARSONVUE;
- College Level Entrance Exam (CLEP) – Johnson County Campus Only;
- Correspondence (proctoring for other institutions);
- ESCO Group – Testing for the HVACR industry
- General Educational Development (GED) exam (High School Equivalency);
- Hesi A2 w/Critical Thinking (entrance exam for Hill College echocardiography candidates);
- HISET (High School Equivalency Test)
- Instructor exams (proctoring for Hill College instructors);
- NHA (National Health Career Association) Phlebotomy Technician and Clinical Medical Assistant Certificates;
- PearsonVue Testing Center – Johnson County Campus Only;
- THEA iBT (Texas Higher Education Assessment);
- TABE (McGraw Hill/DRC entrance exam) for Continuing and Workforce Education's Phlebotomy Technician and Clinical Medical Assistant programs;
- TSIA placement exam (Texas Success Initiative Assessment);
- WorkKeys by ACT (WorkSkills Assessments used as indicators of work readiness).

Hill College on the Hill County Campus is also an approved American College Testing (ACT) testing site.

For further information on pricing, scheduling of exams (all exams given by appointment only), Test Day Rules and contact information, please visit our website at:

<https://www.hillcollege.edu/Testing/index.html>

## SUPPORT SERVICES FOR STUDENTS NEEDING ACCOMMODATIONS

The Academic Advising and Success Center coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Academic Advising and Success Center works closely with Texas Department of Assistive and Rehabilitative Services, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting accommodation must provide documentation of the disability (as appropriate), complete an application for special accommodation/modification, and the student must schedule an appointment with a Hill College advisor in order to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program. Every effort will be made to identify needs and provide any reasonable academic accommodation that a student needs due to his/her disability.

Successful accommodation often requires advance planning. Students must make early contact (by the 6<sup>th</sup> week of a long semester) with the Academic Advising and Success Center in order to identify needs and to ensure that services will be available in an effective and timely manner.

## CARL D. PERKINS GRANT FUNDING

Hill College sponsors a Personal Development and Career Awareness Program which is funded by a federal grant under the Carl D. Perkins Vocational Education Act.

This program is designed to help special populations including:

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including low-income youth and adults;
3. individuals preparing for non-traditional fields;
4. single parents, including single pregnant women;
5. out-of-workforce individuals;
6. English learners;
7. homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a);
8. youth who are in, or have aged out of, the foster care system; and
9. youth with a parent who
  - a. is a member of the armed forces (such as term is defined in section 101(a)(4) of title 10, United States Code); and
  - b. is on active duty (as such term is defined in section 101(d)(1) of such title).

The program is designed to help individuals inventory their strengths and prepare for future employment and career opportunities.

Several workshops are offered throughout each semester and include topics such as study skills, test taking skills, career planning, financial aid information, time management, stress management, job search and interviewing techniques, resume writing, goal setting and motivation techniques.

Students can participate in computer assisted occupational inventories, job interviews, assertiveness training, and activities designed to encourage positive attitudes toward success. The program is also designed to help individuals identify and work toward their career potential. Services offered by the Carl D. Perkins Grant Fund are of no charge to the students.

Limited funds are available to provide reimbursement to qualified career and technical education students for child care, transportation, or books/supplies if they enroll at Hill College and meet specific requirements. (Child care must be provided by a licensed or registered day care facility.) Call 254/659-7650 on the Hill County Campus, 817/760-5650 on the Johnson County Campus, or 817/295-7392 at the Burleson Center for details.

## STUDENT SUPPORT SERVICES

Hill College offers free peer and group tutoring services to students enrolled in developmental education and regular college credit programs. Peer tutors are supervised by professional staff in

the Academic Advising and Success Centers. For more information, visit [www.hillcollege.edu/students/tutoring](http://www.hillcollege.edu/students/tutoring).

The Academic Advising and Success Centers offer a variety of free success workshops each semester to help students be successful in and out of the classroom. Visit the Student Activities Calendar to determine dates and the Academic Advising and Success Center webpage [www.hillcollege.edu/students/advising](http://www.hillcollege.edu/students/advising).

## CAREER SERVICES

Hill College provides career services in an effort to assist students seeking either full- or part-time employment. These services include developing successful job search strategies as well as area and region wide job fairs, contacts with local and area businesses including monthly updates from Chambers of Commerce about the job market, Occupational Outlook Handbook, resume preparation, and interviewing skills. Job openings are listed at College Central Network, [www.collegecentral.com/hillcollege](http://www.collegecentral.com/hillcollege), in partnership with Hill College Career Services.

## TRANSFER SERVICES

Academic Advisors and Success Coordinators coordinate University visits and information as well as provide transfer assistance and advising. Hill College also hosts an annual College Day with representatives from four-year universities. Four-year university representatives visit the Hill County Campus, Johnson County Campus and Burleson Center to assist students with planning their transfer to a university. Additional information regarding dates and transfer activities are provided on the web site at <https://www.hillcollege.edu/Student/Advising/TransferServices>

## HEALTH AND WELLNESS SERVICES

Hill College provides health and wellness services to student district wide through resources, referrals and partnerships with local area agencies. Resources can be found on the College website at <http://www.hillcollege.edu/safety/health.html>. Hill College does not provide on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise which requires immediate medical attention, local medical emergency services should be contacted (911).

## RESIDENCE HALLS

Hill College provides a modern, air-conditioned, residence hall for men and two residence halls for women. Residence halls consist of spacious, modern suites with window blinds, furnishings, and resident managers. Special arrangements have been made to accommodate handicapped students in designated rooms. Hill College has a 19 meal plan, which provides three meals a day, Monday through Friday, and two meals (lunch and dinner) on Saturday and Sunday. A meal plan is mandatory for all residence hall students and is \$1,500 per semester.

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable \$50.00 processing fee. Additionally, there is a \$250.00 residence hall deposit. Deposit or part deposit may be refundable upon move out, if there are no

damages. Room and board payment is required prior to moving into the residence halls. Students may obtain a Resident Application in the Office of Residential Life or online at <https://www.hillcollege.edu/Residential%20Life/Index.html>. Applicants must also submit a RBI form so that a background check may be performed. Room assignments are made on the basis of student preference where possible; therefore, early application is desirable. Where no preference is expressed, room assignments are made as applications are received without regard to age, race, religion, sex, national origin, disability or veteran status. The college reserves the right to make reassignments of rooms or roommates as the need arises.

All residence halls will be closed during designated holidays of Thanksgiving, Christmas, and Easter, between semesters and spring break. Food service is not available during these times and additional charges will be incurred for students remaining in the residence halls.

#### LOST OR DAMAGED PROPERTY CHARGES

Students may be charged for loss of or damages to college property for which they are responsible. Non-payment of these obligations will result in the withholding of grades, transcripts, or graduation.

#### STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities offers organized activities and encourages a sense of belonging, learning, personal development, citizenship, and community involvement. Hill College not only assist students in furthering academic knowledge but also in developing social abilities through numerous clubs and activities, which foster leadership and cooperative activity.

#### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the entire student body. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Center and meet weekly. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process.

#### CLUBS AND ORGANIZATIONS

Student organizations are a key part of the collegiate experience. Hill College offers opportunities for growth, leadership and involvement in the campus community. The Student Government Association represents the student body as a whole and is the student voice to the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Center and meet weekly. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process. Hill College currently offers Baptist Student Ministries, Hill College Players, Phi Theta Kappa, Sigma Phi Omega, Student Government Association, United Christian Fellowship and United Way Student Leadership.

#### HONOR SOCIETY

Phi Theta Kappa



Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. To be invited to become a member of Phi Theta Kappa, a freshman must have a grade point average of 3.4; a sophomore must have a grade point average of 3.2; the student must be working toward an Associate Degree, and have the approval of a faculty committee which appraises the qualifications, character, and leadership qualities of the student. To remain a member of Phi Theta Kappa, a student must maintain a 3.0 grade point average.

### THE HILL COLLEGE BANDS

The Hill College Symphonic Wind Ensemble is the primary instrumental music organization on campus. Membership is open to any student having previous band experience or by the approval of the director. All performances are concert in nature.

Smaller ensembles are drawn from the membership of the main performing organization. These include the Jazz Laboratory Band and the Jazz Ensemble.

All of the instrumental groups yield college credit.

### THE COLLEGE CHOIR

The Hill College Chorale is the primary performing vocal music organization on campus. Membership is open. Smaller specialized ensembles are by audition. The chorale and various ensembles perform locally and at various state-wide functions.

### THE HILL PLAYERS

The Hill Players are made up of students majoring in or interested in the field of drama. The group produces at least one major production each semester, along with a number of one-act plays and programs performed for local clubs and organizations. To be eligible for participation, a student should enroll in DRAM 1120, since rehearsals are held during the scheduled meeting of this class.

### ATHLETICS

Hill College participates as a Division I member of the National Junior College Athletic Association (NJCAA) in Region V. The region is comprised of Division I schools in North and West Texas as well as New Mexico. Our programs have won several North Texas Junior College Athletic Conference Championships and consistently compete in the play-offs with several trips to the National Championships.

Hill College competes in women's volleyball, soccer, basketball, and softball; and, competes in men's teams in basketball, soccer, and baseball.

### RODEO

Hill College is a member of and competes in the Southern Region of the National Intercollegiate Rodeo Association (N.I.R.A.). The rodeo team has been very successful since the team's

beginning in 1977. Hill College has consistently had one of the largest rodeo programs in the country with around seventy competitors every year.

Horse stalls and a practice facility are furnished for team members. Numerous scholarships are available for students who participate in the Rodeo Program.

### STUDENT CENTERS

Hill College provides student centers at the Hill County Campus, Johnson County Campus and Burlison Center. The student centers provide an opportunity for students, to study, snack, unwind, watch tv or play games such as pool, ping pong, board games, and video games during extended hours. Hours of operation are extended at various campuses/centers to accommodate students after business hours to include evenings and weekends.

### WELLNESS CENTERS

Hill College offers wellness centers on the Hill County and Johnson County Campuses providing various weight lifting and cardio equipment for recreational use. Hours of operation are extended to accommodate students after business hours to include evenings and weekends.

### CODE OF STUDENT CONDUCT

The Deans of Students oversee services and resources that promote student rights and responsibilities and student welfare in support of Hill College's commitment to student development, engagement, retention and success. The deans are charged with enforcing the Code of Student Conduct and Academic Integrity, as well as educating the campus regarding student rights and responsibilities. The college student is considered a responsible adult and shall be charged with notice and knowledge of and required to comply with the contents and provisions of the college districts rules and regulations concerning student conduct. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook and Residence Life Handbook: <https://www.hillcollege.edu/CampusLife/index.html>

### OFFICIAL SUMMONS

Administrative officers of the college may request that a student come to the office to discuss matters concerning records, financial affairs, conduct, educational programs or other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

### ABSENCE POLICY

Refer to individual course syllabus and outline for each class. It should be remembered that absences always result in work being missed and that in spite of the best efforts of both the instructor and the student, this usually means that grades will suffer.

### RELIGIOUS HOLY DAYS & STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Hill College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day.

In order for the absence to be considered as "Excusable," the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature.

## STUDENT RECORDS

A permanent record is defined as one's accumulated record including data confirming a student's eligibility for admission and proof that registration requirements have been met. The procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in Student Information Services.

Personal Information about Students. College personnel are often called upon by outside agencies to give personal information concerning a particular student. When such requests are made, the college may:

1. Indicate whether or not the person is a student of the college;
2. Indicate the length of time that the individual has been a student;
3. Indicate whether the person is a full or part-time student;
4. Indicate degrees and awards received; or,
5. Provide other directory information.

Other information may be released regarding a student upon receipt of written consent from the student involved.

### Confidentiality of Student Records

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.
3. Request for information for security checks by governmental agencies will be honored only with the student's permission.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the student's permission.
5. College officials may use discretion in fulfilling other requests not specified above.

The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Authorized Access to Student Records. As provided in P.L. 93-380, the following will be provided access to a student's record without prior consent from the student.

1. Officials, faculty, and staff of Hill College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires.
3. Individuals needing the information in connection with a student's application for or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (A.C.T., C.E.E.B., E.T.S.) developing, validating, or administering predictive tests or student aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena.
9. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Directory Information

Hill College complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). FERPA is a Federal law designed to protect the privacy of a student's educational records that are not considered "directory" information. Educational records, as defined by FJ(LEGAL), are records, files, documents, and other materials that contain information directly related to a student, which are maintained by Hill College. Hill College has defined directory information as name, address, telephone number, classification, field of study (major), dates of attendance and enrollment verification, degrees and dates awarded, honors/designations, and the most recent previous institution attended. This information can be provided to anyone who inquires and usually includes but is not limited to other institutions, prospective employers, or family members.

Each student has the right to request that directory information not be released and can do so by completing the Request to Withhold/Release Disclosure of Directory Information Form. Forms are available in Student Information Services and on the Hill College website at [https://www.hillcollege.edu/Admissions\\_Aid/Admissions/Admit-Files/FERPA%20Form.pdf](https://www.hillcollege.edu/Admissions_Aid/Admissions/Admit-Files/FERPA%20Form.pdf).

## ACADEMIC INFORMATION

It is the obligation of the student to know his/her standing and rating in college classes during the semester and to secure these ratings before registering for the next semester. He/she is expected at all times to be familiar with his/her scholastic status. The advisors and success coordinators will confer with students concerning unsatisfactory work during and at the end of the semester. The object of such conferences will be to determine the cause of unsatisfactory work, to advise the student for improvement, and to offer any assistance which the college and instructors of the college might give the student.

Classification:

Freshman: Students with less than 30 semester hours of credit are freshman.

Sophomore: Students with 30-60 hours of credit are classified as sophomores.

## TYPES OF DEGREES AND CERTIFICATES

Hill College offers the Associate of Arts Degree, the Associate of Science Degree, the Associate of Arts in Teaching, the Associate of Applied Science Degree, Certificate of Technology, Certificate of Completion, and Occupational Skills Award.

A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer hours of work back to Hill College. Official transcripts must be requested to be sent to Student Information Services. Reverse graduation students should complete an online graduation application.

## SEMESTER HOURS AND CREDIT

The college operates on the semester plan with two long semesters of 16 weeks each and two summer terms.

Hill College follows federal and State accepted practices by awarding credit based on semester credit hours for courses and programs, regardless of format or mode of delivery. Hill College defines credit hour as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week for approximately fifteen weeks of one semester or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required in other activities established by the College, including laboratory work, internships, clinical work, independent study, and other academic work leading to the award of credit hours. In accordance with commonly accepted practices in higher education, Hill College operates on a 50-minute hour for this definition. Only exceptional students, upon approval of the Vice President of Instruction, Vice President of Student Services, or designee may take more than 19 semester hours.

In the summer semester a student normally earns 6 semester hours in six weeks and 12 hours in eleven weeks.

## ARTICULATION AND TRANSFER

Hill College has the highest accreditation possible for any college or university. Because of this recognition, Hill College credits are regarded as equivalent to courses of the same description at

all colleges and universities. Transfer problems occur only when students elect to deviate from planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to a transfer program. Please refer to the college website at [www.hillcollege.edu](http://www.hillcollege.edu) for specific articulated programs with colleges and/or universities or speak to an Academic Advisor or Success Coordinator.

Advisors have access to a wide range of information on credit transfer. Students should work with an advisor to design a pathway consistent with the student's educational goals. Changes in plans should be discussed with the advisor to avoid potential transfer problems.

In order to assist students transferring to other institutions within the state of Texas, Hill College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

A senior college is authorized by the Association of Texas Colleges to accept 66 semester hours from a junior college. After attending a senior college, a student may transfer 6 additional hours (in addition to the 66) from the junior college provided the hours are approved in advance by the senior college.

Many schools will accept 72 semester hours from a junior college because of the heavy load required of freshman and sophomore students in some degrees.

#### RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES

1. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  - a. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
  - b. A student who receives notice as specified in subsection (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and guidelines.
  - d. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.
2. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

3. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
4. The board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner's designee.
5. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the board may discontinue funding for the course.

### TRANSFER OF CREDIT

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Hill College from a post-secondary institution that is accredited by one of the regional accrediting bodies. It is the responsibility of each transfer student to have official transcripts from all colleges attended sent to Hill College. A course from an accredited institution will be accepted in lieu of a specific course at Hill College only if evidence indicates the course is equivalent.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to Hill College must include the original transcript plus a certified English translation.

Transfer work from accredited institutions will be posted to the Hill College transcript when:

1. all official transcripts have been received,
2. the student has been identified as seeking a certificate or degree from Hill College, and
3. the student has attempted at least six (6) semester hours at Hill College.

### UNIVERSITY PARTNERSHIPS

Hill College is working with university partners to develop upper-level degree course offerings on the Hill College campus that will enable students to complete a bachelor's degree without leaving Hill College or the central Texas area. This makes it easier for students interested in continuing to a four-year degree program to get the right advice, take the right courses, and have a seamless transition.

Students receive course counseling, registration assistance, and introductions to the partner university instructors. Dual admission participants will have access to various student benefits, such as:

- University credit for their work at Hill College
- Library usage on participating campuses
- Attendance to university student performances, sporting venue, & other events
- Access to university advisors

- Huge saving from lower housing costs and lower admissions costs by attending Hill College the first two years
- Transfer Scholarship Opportunities

Refer to the Hill College website for a complete listing of University Partners.

### TEXAS TWO-STEP PROGRAM PARTNERS

The Texas TWO-STEP Project offers a seamless transition from an Associate's degree in specified areas at Hill College to a BA/BS at partnering Universities. This program will allow students to use technological interest as part of a four-year degree.

The Texas TWO-STEP Project (Technology Workforce Opportunities through Seamless Transitions and Educational Partnerships) allows a student to utilize up to 37 technical hours of coursework in a degree plan that focuses on a career goal.

Refer to the Hill College website for a complete listing of Texas TWO-STEP Project university partners.

### TUITION REBATE PROGRAM (Texas Education Code ss.54.0065)

Students who graduate with a baccalaureate degree from a Texas public university may qualify to receive \$1,000 from the baccalaureate-granting institution if they meet the following criteria:

1. Must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
2. Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
3. Must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. Must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

### HILL COLLEGE GRADUATE GUARANTEE

Guarantee for Transfer Credit



The Hill College District guarantees to its Associate of Arts graduates and other students who have met the requirements of a 60 credit hour transfer plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of Hill College District Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at Hill College which are acceptable to the college or university. Special Conditions which apply to the Guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dates 1992-93 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and,
3. The guarantee applies to courses included in a written transfer (degree) plan -- which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made -- which must be filed with Hill College.
4. Only college-level courses with the Academic Course Guide Manual (ACGM) approved numbers are included in this guarantee.
5. If all conditions are met and course or courses are not accepted by a receiving institution in transfer, the student must notify Hill College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
6. If it is determined that the course or courses are not transferable, Hill College will allow the student to take up to 6 semester credit hours of comparable courses, which are acceptable to the receiving institution.
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
8. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to 6 credit hours of tuition-free education under conditions described above.

#### Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree, Certificate of Completion, or Certificate of Technology is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 6 tuition-free credit hours of additional skill training by the College under the condition of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree, the Certificate of Completion, or Certificate of Technology beginning May, 1993, or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed the requirements for the Associate of Applied Science degree, the Certificate of Completion, or the Certificate of Technology at Hill

College, with a minimum 75 percent of credits earned at Hill College, and must have completed the degree within a four-year time span.

3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Hill College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 6 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.
11. Student's sole remedy against district and its employees for skill deficiencies shall be limited to 6 credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.

### CREDIT BY EXAMINATION/EXPERIENCE (College Credit Granted for Non-Traditional Education)

Hill College supports the concept that learning can and does occur outside the traditional college classroom. In today's world, many students acquire substantial education through intensive reading, travel, correspondence courses, television, and other non-traditional avenues of learning.

A maximum of 24 semester hours of credit may be earned by examination or other non-traditional forms of education and applied towards the degree.

A student planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Student must be enrolled in and successfully complete at least 6 semester credit hours at Hill College for credit to be posted on the permanent record. A posting fee is charged to record the course on the student's permanent transcript. See Tuition and Fee Schedule on the college website at [www.hillcollege.edu](http://www.hillcollege.edu).

The course number, the course title, and the number of semester hours of credit will be recorded on the transcript. No grade points are earned; credit may not be used to meet residency requirements.

## Evaluated Credit - (Evaluation of Credentials)

Students may earn credit by an evaluation of various credentials:

1. State or national board exams/certifications, (LVN, R.N., Cosmetology, Criminal Justice, Fire and Emergency Management Services).
2. Non-traditional transcripts, (Hospital schools, cosmetology, etc....)
3. Nationally recognized tests or certifications.
4. Formal Military Training.

### Advanced Placement Examinations (AP)

Entering freshmen who have participated in advancement placement courses in a secondary school and who present scores of 3 or above on the appropriate Advanced Placement Examination may be granted, on request, credit or placement for comparable courses at Hill College following enrollment. Credit may not be used to meet residency requirements. Requests for additional information on Advanced Placement (AP) credit at Hill College should be directed to the Academic Advising and Success Center.

### College Level Examination Program (CLEP)

Students who believe that they already possess the knowledge and/or skills taught in certain courses or programs offered by the college may obtain credit for one or more courses by successful taking of an examination. The College Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service. Hill College is a test center for CLEP. Hill College awards credit for students who successfully complete one or more CLEP subject examinations. Except in ENGL 1301, Composition, and ENGL 1302, Composition and Intro. to Literature, Hill College grants credit on the basis of the College Board CLEP General Examination Scores. To receive credit in ENGL 1301 and ENGL 1302, student must also pass a written essay. (For additional information, see an advisor.)

### Scholastic Assessment Test I (SAT I & SAT II) American College Test

Beginning freshman who present scores of 600 or better on the verbal or mathematics section of the Scholastic Assessment Test (SAT I) of the College Board or scores of 30 or better on the English or Mathematics sections of the American College Test (ACT) of the American College Testing Program may take the English and/or Mathematics Departmental Challenge Examination. Successful applicants may receive credit for ENGL 1301, ENGL 1302, MATH 1314, MATH 2413, and/or MATH 2414.

### Prior Learning Assessment

Students are eligible to apply for Prior Learning Assessment (PLA) credit. The credit may not exceed 50% of a student's certificate or associate degree coursework. Exceptions may be allowed for students who have taken Continuing Education classes that were linked with Hill College credit classes. Six hours of HC credit must be successfully completed with a grade of A, B, C or D prior to posting PLA credit.

Departmental Challenge exams will not be offered for courses for which CLEP is available. Students must make a grade of B or higher to earn Prior Learning Credit (PLC) from Departmental Challenge Exams. Students cannot request credit for prior learning for courses attempted or previously taken. The courses(s) must be a part of or related to the student's college technical certificate or degree plan. Departmental challenge exams can only be attempted once. Departmental challenge exams may consist of one or a combination of written and/or practical exams.

Prior learning credit (PLC) will only be awarded for licensures/certifications that are current. Prior learning credit is not awarded for academic transfer courses, except in cases where students may qualify through external college entrance and subject exams.

Students seeking other exceptions should contact the dean of the program in which the course is included.

### ARTICULATED COURSES

Any high school student graduating with one or more years in a technical program may receive advanced placement or advanced standing in a parallel college program at Hill College. Advanced placement or advanced standing at Hill College can be awarded based on any one or any combination of the following:

1. Recommendation of the high school vocational instructor,
2. Recommendation of the high school vocational director,
3. Evaluation of the student's vocational program competency profile,
4. Departmental examinations.

A student should apply within a period of one year after high school graduation. A maximum of 15 semester hours of college credit can be awarded for courses provided the student has not enrolled in the same course or in a higher level sequential course at Hill College or another college. The student will be allowed to apply for advanced placement or advanced standing only one time. Credits earned in this manner will not become a part of the student's permanent record until an equivalent number of semester hours have been earned in regular classes at Hill College.

Students desiring credit by this means and who expect to transfer to another institution are advised to check with the receiving institution concerning the transferability of credit obtained by this method.

### INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, the Hill College will grant (CR) credit for IB exams with certain required scores beginning fall of 2006.

Texas institutions of higher education must award 24 hours of course specific college credit in subject appropriate areas on all IB exams scores of 4 or above as long as the incoming freshman have earned an IB diploma. However, course credit does not have to be awarded on any IB exams

where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Students must send an IB transcript to Hill College. All IB students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their initial enrollment at Hill College.

Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, no Texas public university or college shall be required to accept in transfer or toward a degree program more than 66 semester credit hours of lower division academic credit.

#### Hill College Credit of IBD - Policy

IB EXAMINATION	SCORE	HILL COURSE	COLLEGE	CREDIT HOURS
BIOLOGY (SL)	4, 5, 6 or 7	BIOL 1406		4
BIOLOGY (SL)	4, 5, 6, or 7	BIOL 1406 & 1407		8
BUSINESS & MANAGEMENT	4, 5, 6 or 7	BUSI 1301		3
CHEMISTRY (SL)	4, 5, 6 or 7	CHEM 1411		4
CHEMISTRY (HL)	4, 5, 6, or 7	CHEM 1411 & 1412		8
COMPUTER SCIENCE	4, 5, 6 or 7	COSC 1301		3
ECONOMICS (SL)	4, 5, 6 or 7	ECON 2301 & 2302		6
ECONOMICS (HL)	4, 5, 6, or 7	ECON 2301 & 2302		6
ENGLISH (SL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302		6
GEOGRAPHY	4, 5, 6 or 7	HL- GEOG 1301 7 1303 SL0 GEOG 1301		6
HISTORY OF THE AMERICAS (HL)	4, 5, 6, or 7	HIST 1301 & 1302		6
MATHEMATICS (HL)				
Mathematics (HL)	4, 5, 6 or 7	MATH 1314		6
Mathematics w/ Further Mathematics	4, 5, 6, or 7	MATH 1314 & 1316		9
Mathematical Methods	4, 5, 6 or 7	MATH 2413		5
MODERN LANGUAGES				
Language A1 or A2 (SL)				

French	4, 5, 6, or 7	FREN 1411 & 1412	8
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language A1 or A2 (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6, or 7	SPAN 1411, 1412, 2311 & 2312	14
Language B (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
Spanish	4, 5, 6, or 7	SPAN 1411 & 1412	8
Language B (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6, or 7	SPAN 1411, 1412, 2311 & 2312	14
Language AB Initio			
French	4, 5, 6 or 7	FREN 1411	4
Spanish	4, 5, 6, or 7	SPAN 1411	4
MUSIC	4, 5, 6 or 7	MUSI 1306	6
PHILOSOPHY	4, 5, 6 or 7	PHIL 1301	3
PHYSICS (SL)	4, 5, 6, or 7	PHYS 1401	4
PHYSICS (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
PSYCHOLOGY	4, 5, 6 or 7	PSYC 2301	3
THEATRE ARTS	4, 5, 6, or 7	DRAM 1310	3
VISUAL ARTS	4, 5, 6 or 7	ARTS 1301	3

## GRADES

The grades used in college reports and records are: A (excellent), B (above average), C (average), D (below average), F (failure), I (incomplete), W (withdrawn), and WC (withdraw COVID-19). (A grade of "D" given in a developmental or remedial course is not considered passing and students could not advance to the next level of courses.) The lowest passing grade for most courses is D.

Grade point averages are computed by assigning values to each grade as follows:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

In calculating the grade-point average under the above system, a student with 12 hours of A's and 3 hours of F's would have 48 grade points divided by 15 semester hours, thus a grade-point average of 3.20 for the semester hours attempted. Under this system a student must have at least a 2.00 for the "C" average required for graduation.

In case of illness or similar emergency, a grade of incomplete (I) may be given. Students requesting an incomplete (I) must see their instructor for approval. If course requirements are not completed during the next long semester, the grade of "I" will be changed to "F".

A student who repeats a course in an attempt to improve a grade will be awarded the grade from the last attempt.

## GRADE REPORTS

Permanent grades are reported at the end of each semester via MyRebel, the online student portal, on the Hill College website at [www.hillcollege.edu](http://www.hillcollege.edu).

## PRESIDENT'S LIST

The purpose of the President's List is to honor those students who achieve academic perfection by making the highest grade point average possible, 4.0, while enrolled in at least 12 semester hours of courses, excluding developmental/remedial courses.

## DEAN'S LIST

At the end of each semester, a Dean's List of the highest ranking students will be compiled. In order to make the Hill College Dean's List, a student must complete at least 12 semester hours, excluding developmental/remedial courses, during the semester under consideration and earn a grade point average of 3.50 in all courses attempted during the semester.

## SCHEDULE CHANGES

Students who have satisfied mandatory advising, do not have registration holds, and are considered college ready in all areas have the ability to make changes to their schedule online through MyRebel during registration periods. After the 1<sup>st</sup> day of class until the last day to make changes based on the college calendar, students can Add/Drop courses online, but are not allowed to resign from all courses and must contact the Academic Advising and Success Center. After last chance registration, students must see the Academic Advising and Success Center for assistance. Students must pay a \$10.00 change of schedule fee to the Business Office if they wish to add or drop a course after classes begin. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to withdraw from a class of a term as designated in the college calendar. The request for permission to withdraw from a course is initiated by the student by procuring a withdraw form from the Academic Advising and Success Center. Other steps in the withdraw process to be taken by the student will be explained at the time of request. A student who discontinues class attendance

and does not officially withdraw from the course on or before the last day to withdraw from a course will receive a performance grade for the course.

Students may withdraw from a developmental course unless they are required by TSI to be in remediation. A student who is enrolled in a developmental course for TSI purposes may not withdraw from his/her only developmental course unless the student completely resigns from the college or shows proof of passing the TSIA or a board approved alternate test prior to the official final date to withdraw.

International students and students receiving financial aid or veterans' assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering withdrawing from a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

### DROP-LIMIT PROCEDURE

Section 51.907 of the Texas Education Code, enacted by the State of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 or later.

Based on this law, Hill College may not permit a student to drop more than six courses during their undergraduate career, including courses taken at another Texas public institution of higher education. Any course that the student drops is counted towards the six course limit if "1) the student was able to drop the course without receiving a grade or incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution." College credit taken while enrolled in high school and below college credit courses does not count towards the total of six courses.

All courses dropped after the census date (the 12<sup>th</sup> day of classes) are included in the six-course limit unless (1) the student resigns from all courses or (2) the drop is approved by an appropriate Hill College official as a Drop Exception. If a student drops a course and then later resigns from Hill College, the individual drop(s) from earlier in the semester will be counted as a part of the complete resignation and not count towards the six drop total. Once the six drops have been used, the student must complete all courses they are enrolled in regardless of academic performance.

Unusual circumstances may arise which prevents a student from satisfactorily completing a course. Drop Exceptions can be considered when the student provides documentation that the drop is required and that because of the circumstances, the student could not satisfactorily complete the course. Examples include (but are not limited to):

1. Illness
2. Care of sick, injured, or needy
3. Death in the family
4. Called to active duty service
5. Change of the student's work schedule that is beyond the student's control
6. Loss of transportation.
7. Loss of child care.
8. Lack of financial resources (supplies, travel, etc.).



9. Hill College determines that there is other good cause for the student to drop the course with appropriate documentation.

If one of the above exceptions is approved, the student will be allowed to drop the course and the drop will not count towards the six drop limit total.

The student has up to one year from the initial drop to petition for a Drop Exception.

## RESIGNING FROM THE COLLEGE

When a student finds it necessary to resign from school before the end of the semester, he or she should obtain a resignation form from the Academic Advising and Success Center. Full instructions for resigning from college will be given at the time the resignation form is picked up. Students may also resign from the college by sending a written request for such action to Student Information Services. The request must include the student's signature, the student's current address, Hill College student identification number, phone number, and course names and numbers of the courses for which the student is currently enrolled. The date postmarked on the envelope will be the official resignation date. Students who resign after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W." A student who discontinues class attendance and does not officially resign before the last day to drop a class will receive a performance grade for the course.

## EXAMINATIONS

1. Semester Examinations. At the end of each semester examinations are given in all subjects according to a prepared schedule. Because of the value in bringing about a general view of a whole subject, no student is excused from any final examination for any reason. No final examination may be given other than on the regularly scheduled date unless approved by the Vice President of Instruction.
2. Postponed Examinations. A student who misses a semester examination for reason beyond control should petition in writing for a postponed examination. The student will be notified of the time and place of the postponed examination if the request is granted. Absence from an examination without valid reason will result in a grade of "F" for the course.

## SCHOLASTIC STANDARDS OF PROGRESS

1. Measure of Quality. The records of all students who attempt 12 or more semester hours will be reviewed and evaluated at least once per year. A full-time student's record will be reviewed at the end of each semester. Full-time students and part-time students who have attempted 12 or more semester hours will be considered to be achieving satisfactory progress in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. Scholastic Probation. Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Scholastic Probation for the next long semester.

Students on scholastic probation are expected to attend every class unless hindered by circumstances beyond their control.

3. Scholastic Suspension. Students who are on scholastic probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on scholastic Suspension (suspended from enrollment for the next long semester). After serving a one semester suspension these students will be eligible to re-enter on scholastic probation.

A student may appeal this action by submitting an online appeal application if there are extenuating circumstances which might alter the suspension status. Students are notified of the appeal decision through the online appeal status. If an appeal is denied, a student may request in writing to meet with the Admissions Committee for further review of circumstances. Approved appeals may have restriction to enrollment.

4. Continued Scholastic Probation. Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A. but in the current semester earn 12 or more semester hours with current 2.0 or higher G.P.A. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."

5. Re-entry. Students who have been on suspension may re-enter on scholastic probation. If they fail to meet the minimum requirements as indicated, they will be placed on scholastic suspension for one calendar year. After one year the student may be admitted on scholastic probation. Should the student still not meet the minimum requirements, he/she will be placed on scholastic suspension again for a calendar year and may be re-admitted only upon approval through the online appeal process.

## STANDARDS OF PROGRESS IN REMEDIAL COURSES

Students who do not make satisfactory progress in mandatory remedial course(s) (regardless of overall G.P.A. will be placed on attendance probation. Students are expected to attend every class unless hindered by circumstances beyond their control.

## TRANSCRIPTS OF CREDITS

A student's transcript, a student's permanent record of classes taken at Hill College, is available upon written request from Student Information Services. Official transcripts are free of charge. Request for official transcripts are completed and submitted electronically through MyRebel, the online student portal. Transcripts can be sent electronically via SPEEDE servers within Texas to participating public and private colleges and universities. Please allow 48 hours for processing a transcript request. If a student's account is not active or the student does not have a MyRebel account, then students will need to email [admissions@hillcollege.edu](mailto:admissions@hillcollege.edu). A link will be provided to the official transcript request form. For additional assistance, contact Student Information Services at 254.659.7600.

Official transcripts may be withheld if a student has an administrative hold on his or her record or if a student has an outstanding financial obligation with the institution. Official transcripts will be released after all administrative holds have been released and all financial obligations to the institution have been discharged.

# GRADUATION REQUIREMENTS

## GRADUATION INFORMATION

A formal commencement ceremony is held annually at the end of the spring semester. Commencement is for those students who are completing requirements during that spring semester or who have completed requirements during the preceding summer or fall semesters.

To be considered as a candidate for a degree or certificate, the student should submit an online graduation application by the designated deadline:

Completing in fall semester – October 1  
Completing in spring semester – March 1  
Completing in a summer term – July 1

Hill College does review student coursework for automatic degree or certificate awards, but students are encouraged to apply for graduation during the semester they will meet the requirements of the degree or certificate. Applications submitted after the deadline may be considered the following semester.

## TYPES OF DEGREES AND CERTIFICATES

Hill College grants the:

1. Associate of Arts Degree
2. Associate of Science Degree
3. Associate of Arts in Teaching Degree
4. Associate of Applied Science Degree
5. Certificate of Technology
6. Certificate of Completion
7. Occupational Skills Award

Hill College can grant up to one Associate degree for each degree level in the Associate of Arts, Associate of Science, and Associate of Arts in Teaching if all requirements are met. Students can earn multiple Associate of Applied Science degrees, Certificate of Technology and Certificate of Completion certificates if requirements are met for each award.

The curriculum for the Associate of Arts, Associate of Science, and Associates of Arts in Teaching degrees are designed for the student planning to transfer to a senior college or university.

The Associate of Applied Science degree is awarded for successful completion of a two-year prescribed occupational competencies and curriculum.

The Certificate of Technology is awarded to those who complete the technical competencies of a two-year occupational curriculum.

The Certificate of Completion is awarded for successful completion of competencies and curriculum in an occupational program of less than two years in length.

An Occupational Skills Award is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) within an approved program of study.

### Associate of Arts Degree

The Associate of Arts Degree from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of credit.\*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least three or four electives in their major or the major of Liberal Arts will be awarded.
4. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
5. The student must have a 2.0 grade point average on all work from Hill College.
6. The student must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate of Arts Degree.

### Associate of Science Degree

The Associate of Science Degree from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of credit.\*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least three or four electives in Science and/or Mathematics.
4. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
5. The student must have a 2.0 grade point average on all work from Hill College.
6. The student must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate of Science Degree.

### Associate of Arts in Teaching Degree

The Associate of Arts in Teaching Degree from Hill College is for students seeking initial Texas teacher certification either in EC-4 (except Early Childhood Specialization), 4-8, EC-12 or in Early

Childhood Specialization only. The degree will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of credit.\*
2. The student must complete all core curriculum / general education requirements for graduation.
3. The student must complete at least three or four electives in their major or the major of Liberal Arts will be awarded.
4. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
5. The student must have a 2.0 grade point average on all work from Hill College.
6. The student must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate of Arts in Teaching Degree.

#### Associate of Applied Science Degree

The Associate of Applied Science Degree from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of credit.\*
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least a 3 semester credit hours (SCH) from each of the following areas: humanities/fine arts, social/behavioral sciences, and mathematics/natural sciences.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational program as outlined in the degree plan listed under Career Pathways.
4. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
5. The student must have a 2.0 grade point average on all work from Hill College.
6. The student must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate of Applied Science Degree.

#### Certificate of Technology

The Certificate of Technology from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete between 30-51 semester hours of credit.\*

2. The student must complete the prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Career Pathways.
3. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
4. The student must have a 2.0 grade point average on all work from Hill College.
5. The student must satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Certificate of Technology.

### Certificate of Completion

The Certificate of Completion from Hill College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 15 semester hours of credit.\*
2. The student must complete the prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Career Pathways.
3. The student must earn at least 25 percent of the credit hours required for the degree at Hill College.
4. The student must have a 2.0 grade point average on all work from Hill College.
5. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

### Occupational Skills Award

A Occupational Skills Award is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) within an approved occupational program. Typically, an external workforce advisory committee identifies the coursework (classes) to be included in the award. Students may receive a dual benefit from earning an award because it helps to create a 'pathway' to program completion and can also demonstrate to potential employers a level of aptitude and workplace preparedness.

## CORE CURRICULUM

### Statement of Purpose

Hill College adopts the Texas Higher Education Coordinating Board's statement of purpose concerning the core curriculum which states: through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

### Elements of the Texas Core Curriculum

The Texas Core Curriculum (TCC) is a 42 Semester Credit Hour (SCH) core curriculum for all undergraduate students in Texas public higher education. Each institution selects the specific courses it will offer to fulfill that framework of the TCC in a way that takes into account the individual role and mission of the institution. The TCC implementation at each institution must receive approval from the Coordinating Board and institutions must evaluate the effectiveness of their TCC at regular intervals.

One of the most important provisions of the TCC is that it allows students who successfully complete a 42 semester credit hour (SCH) core curriculum at one institution to transfer the entire set of completed courses to another public Texas higher education institution without having to repeat any core courses. Students who transfer without completing the entire 42-SCH core curriculum also receive credit for each of the core courses they successfully complete. Although the courses included in the TCC may vary by institution, every Texas higher education institution's core curriculum must include the following Foundational Component Areas and semester credit hours:

- Communication (6 SCH)
- Mathematics (3 SCH)
- Life and Physical Sciences (6 SCH)
- Language, Philosophy and Culture (3 SCH)
- Creative Arts (3 SCH)
- American History (6 SCH)
- Government/Political Science (6 SCH)
- Social and Behavioral Sciences (3 SCH)
- The Component Area Option (6 SCH)

Students have flexibility to choose courses from an institution's core curriculum. However, that flexibility may be limited by the student's major. For example, most science majors have prescribed math and science requirements as part of their degree program requirements. Students should always consult with an academic advisor or counselor at their institution to determine what courses they should take.

### Field of Study Curricula

A Field of Study (FOS) is a selection of lower-division courses that are guaranteed by state law to transfer and apply to a degree program. If a student takes all the courses in an FOS and then transfers to another Texas public institution of higher education, the FOS is guaranteed to transfer as a block and be applied to the appropriate major. If a student has completed the FOS, the Texas common core curriculum, and any university or college courses required of all students regardless of major, then the student is finished with all the lower-division courses for the degree program at any Texas public institution. If a student transfer with an incomplete FOS, then each completed FOS course is guaranteed to transfer and apply to the degree program, although the institution many require additional lower-division courses.

### Hill College Core Curriculum

CORE CURRICULUM			
Core Component			Hours
<b>COMMUNICATION</b>		<b>REQUIRED HOURS</b>	<b>6.00</b>
Overflow hours are: Counted in CAO or Degree Program.			
ENGL	1301	Composition I	
ENGL	1302	Composition II	
<b>MATHEMATICS</b>		<b>REQUIRED HOURS</b>	<b>3.00</b>
Overflow hours are: Counted in CAO or Degree Program.			
MATH	1314	College Algebra (3 SCH version)	
MATH	1316	Plane Trigonometry	
MATH	1324	Mathematics for Business & Social Sciences I (Finite Mathematics)	
MATH	1325	Mathematics for Business & Social Sciences II (Bus. Calculus, 3 SCH version)	
MATH	1332	Contemporary Mathematics	
MATH	1342	Elementary Statistical Methods (3 SCH version, freshman level)	
MATH	1350	Mathematics for Teachers I (Fundamentals of Mathematics I)	
MATH	2412	Pre-Calculus Math (4 SCH version)	
MATH	2413	Calculus I (4 SCH version)	
<b>LIFE &amp; PHYSICAL SCIENCES</b>		<b>REQUIRED HOURS</b>	<b>6.00</b>
Overflow hours are: Counted in CAO or Degree Program.			
BIOL	1406	Biology for Science Majors I (lecture + lab)	
BIOL	1407	Biology for Science Majors II (lecture + lab)	
BIOL	1408	Biology for Non-Science Majors I (lecture + lab)	
BIOL	1409	Biology for Non-Science Majors II (lecture + lab)	
BIOL	1411	General Botany (lecture + lab)	
BIOL	2401	Anatomy & Physiology I (lecture + lab)	
BIOL	2402	Anatomy & Physiology II (lecture + lab)	
BIOL	2406	Environmental Biology (lecture + lab)	
CHEM	1406	Introductory Chemistry I (lecture + lab, allied health emphasis)	
CHEM	1411	General Chemistry I (lecture + lab)	
CHEM	1412	General Chemistry II (lecture + lab)	
ENVR	1401	Environmental Science I (lecture + lab) (Course cannot be taken with GEOL1405)	
GEOL	1401	Earth Sciences I (lecture + lab)	
GEOL	1402	Earth Sciences II (lecture + lab)	



GEOL	1403	Physical Geology (lecture + lab)		
GEOL	1404	Historical Geology (lecture + lab)		
GEOL	1405	Environmental Geology (lecture + lab) (Course cannot be taken with ENVR1401)		
GEOL	1445	Oceanography (lecture + lab)		
GEOL	1447	Meteorology (lecture + lab)		
PHYS	1401	College Physics I (lecture + lab)		
PHYS	1402	College Physics II (lecture + lab)		
PHYS	1403	Stars and Galaxies (lecture + lab)		
PHYS	1404	Solar System (lecture + lab)		
PHYS	2425	University Physics I (lecture + lab)		
PHYS	2426	University Physics II (lecture + lab)		
<b>LANGUAGE, PHILOSOPHY &amp; CULTURE</b>			<b>REQUIRED HOURS</b>	<b>3.00</b>
Overflow hours are: Counted in CAO or Degree Program.				
ENGL	2322	British Literature I		
ENGL	2323	British Literature II		
ENGL	2327	American Literature I		
ENGL	2328	American Literature II		
ENGL	2331	World Literature (single-semester course)		
ENGL	2332	World Literature I		
ENGL	2333	World Literature II		
HUMA	1301	Introduction to the Humanities I		
HUMA	1302	Introduction to the Humanities II		
SPAN	2311	Intermediate Spanish I (3rd semester Spanish)		
SPAN	2312	Intermediate Spanish II (4th semester Spanish)		
<b>CREATIVE ARTS</b>			<b>REQUIRED HOURS</b>	<b>3.00</b>
Overflow hours are: Counted in CAO or Degree Program.				
ARTS	1301	Art Appreciation		
ARTS	1303	Art History I		
ARTS	1304	Art History II		
DRAM	1310	Theater Appreciation		
DRAM	2366	Film Appreciation		
MUSI	1306	Music Appreciation		
MUSI	1307	Music Literature		
MUSI	1310	American Music		
<b>AMERICAN HISTORY</b>			<b>REQUIRED HOURS</b>	<b>6.00</b>
Overflow hours are: Counted in CAO or Degree Program.				
HIST	1301	United States History I		
HIST	1302	United States History II		
<b>GOVERNMENTAL/POLITICAL SCIENCE</b>			<b>REQUIRED HOURS</b>	<b>6.00</b>
Overflow hours are: Counted in CAO or Degree Program.				
GOVT	2305	Federal Government (Federal constitution & topics)		
GOVT	2306	Texas Government (Texas constitution & topics)		
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>			<b>REQUIRED HOURS</b>	<b>3.00</b>
Overflow hours are: Counted in CAO or Degree Program.				

ECON	2301	Principles of Macroeconomics	
ECON	2302	Principles of Microeconomics	
PSYC	2301	General Psychology	
PSYC	2314	Lifespan Growth & Development	
SOCI	1301	Introductory Sociology	
SOCI	1306	Social Problems	
SOCI	2301	Marriage & the Family	
TECA	1354	Child Growth & Development	
COMPONENT AREA OPTION		REQUIRED HOURS	6.00
BCIS	1305	Business Computer Applications (3 SCH version)	
EDUC	1100	Learning Framework (1 SCH version)	
PSYC	1100	Learning Framework (1 SCH version)	
SPCH	1315	Public Speaking	
Total Core Curriculum			42.00

### GRADUATION FEE

Hill College believes that every student should have the opportunity to participate in commencement following the completion of a program of study. Therefore, the college does not charge a graduation fee.

### GRADUATION WITH HONORS

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate *cum laude* (with honors). Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a grade point average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate *magna cum laude* (with high honors). Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate *summa cum laude* (with highest honors).

# ACADEMIC AND CAREER PATHWAYS

2020-2021

Degree programs at Hill College have been designed to set students on the path to success. The four Career Pathways are organized where a student can choose a path that interests a student. Students can choose from programs in Arts & Humanities, Business & Industry, Health & Public Service, and Science, Technology, Engineering & Mathematics (STEM). Education Plans for each Pathway program can be found on the institutional website under Academics and the appropriate program webpage (<https://www.hillcollege.edu/Academics/Index.html>).

## ARTS & HUMANITIES

Art (AA)

Behavioral Science (AA) (Psychology, Sociology & Social Work)

Drama (AA, Field of Study)

Education (AAT, AAS)

- Child Development/Early Childhood Education (AAS)
  - Education Worker (Certificate of Completion)
  - Director Preparation I (Certificate of Completion)
  - Director Preparation II (Certificate of Technology)

English (AA)

Languages (AA)

Liberal Arts (AA)

Music (AA, Field of Study)

Social Sciences (AA) (History, Government, or Political Science)

Speech/Communications (AA)

## BUSINESS & INDUSTRY

Agriculture (AA)

Automotive Technology (AAS)

- Automotive Repair Technology (Certificate of Completion)
- Basic Automotive Repair (Certificate of Completion)
- Advanced Automotive Repair (Certificate of Technology)

Business Administration (AA, AAS)

- Basic Management Skills (Certificate of Completion)
- Advanced Management Skills (Certificate of Technology)
- Management (AAS)

### Heating, Ventilation, and Air Conditioning (AAS)

- Basic HVAC Skills (Certificate of Completion)
- HVAC Technician Level II (Certificate of Completion)
- HVAC Technician Level III (Certificate of Technology)

### Industrial Maintenance (AAS)

- Basic Electrical Skills (Certificate of Completion)
- Basic Industrial Maintenance Skills (Certificate of Completion)
- Basic Machinist (Certificate of Completion)
- Industrial Maintenance (Certificate of Technology)

### Office Administration Technology (AAS)

- Office Support I (Certificate of Completion)
- Office Support II (Certificate of Completion)
- Office Administration (Certificate of Technology)
- Office Administration (Occupational Skills Award)
- Medical Office Administration (AAS)
- Medical Office Support II (Certificate of Completion)
- Medical Office Assistant (Certificate of Technology)

### Welding (AAS)

- Welding (Occupational Skills Award)
- Basic Arc Welding Skills (Certificate of Completion)
- Semi-Automatic Welding (Certificate of Completion)
- Special Arc Welding Skills (Certificate of Completion)
- Welding Technology (Certificate of Technology)
- Welding (Enhanced Skills Certificate)

## HEALTH & PUBLIC SERVICE

### Cosmetology (AAS)

- Facial Specialist/Esthetician (Certificate of Completion)
- High School Operator (Certificate of Completion)
- Instructor (Certificate of Completion)
- Nail Technology (Certificate of Completion)
- Operator (Certificate of Completion)

### Criminal Justice (AA)

- Criminal Justice (Certificate of Completion)
- Drug and Alcohol Abuse Counseling (Certificate of Completion)

- Law Enforcement: Basic Peace Officer Academy (Certificate of Completion)
- Criminal Justice (AAS)
- Drug and Alcohol Abuse Counseling (AAS)
- Law Enforcement: Texas Peace Officer (AAS)

#### Echocardiography (AAS)

#### Emergency Medical Services (AAS)

- Paramedic (Certificate of Technology)

#### Fire Protection Technology (AAS)

- Fire Protection Technology (Certificate of Completion)
- Fire Protection and Safety Technology (Certificate of Completion)

#### Nursing (AAS)

- General Studies for Allied Health (AS)
- ADN Vocational Nursing (Certificate of Technology)
- Vocational Nursing (Certificate of Technology)
- ADN Vocational Nursing Transition (LVN) (AAS)
- Paramedic to ADN Transition Program (AAS)

### SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS (STEM)

#### Biology (AS, Field of Study)

- Holistic Wellness Pathway

#### Computer Science (AA, AAS)

- Computer Science (Certificate of Completion)
- Computer Software and Media Applications (Certificate of Technology)
- Networking Cybersecurity (Certificate of Technology)
- Programming Specialization (Certification of Technology)
- Computer Science and Media Applications (AAS)
- Networking Cybersecurity (AAS)
- Programming Specialization (AAS)

#### General Studies (AS)

#### Kinesiology (AA) (Physical Education)

- Athletic Trainer
- Pre-Physical Therapy

#### Mathematics (AS)

#### Physical Sciences (AS)

- Chemistry

- Geology
- Physics

## CORE CURRICULUM

The Texas Core Curriculum (TCC) is a 42 Semester Credit Hour (SCH) core curriculum for all undergraduate students in Texas public higher education. Each institution selects the specific courses it will offer to fulfill that framework of the TCC in a way that takes into account the individual role and mission of the institution. The TCC implementation at each institution must receive approval from the Coordinating Board and institutions must evaluate the effectiveness of their TCC at regular intervals.

One of the most important provisions of the TCC is that it allows students who successfully complete a 42 semester credit hour core curriculum at one institution to transfer the entire set of completed courses to another public Texas higher education institution without having to repeat any core courses. Students who transfer without completing the entire 42 SCH core curriculum also receive credit for each of the core courses they successfully complete. Although the courses included in the TCC may vary by institution, every Texas higher education institution's core curriculum must include the Foundational Component Areas and semester credit hours requirements.

See [CORE CURRICULUM](#) in the [GRADUATION REQUIREMENTS](#) section for more details

## TRANSFER EDUCATION PLAN OPTIONS

In general, all students working toward a Bachelor's degree should follow the Associate of Arts, Associate of Science or Associate of Arts in Teaching degree plan. These recommended programs of study do not reflect an articulation agreement with specific universities nor any formal Fields of Study approved by the Texas Higher Education Coordinating Board. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor prior to enrollment or early in their program of study. Associate degrees are 60 semester credit hours (42 SCH Core Curriculum and 18 SCH elective courses).

### Associate of Arts

	Credit Hours
<a href="#">Core Curriculum</a> (See Core Curriculum for Course Options)	42
English	6
Mathematics	3
Life & Physical Sciences	6
Language, Philosophy & Culture	3
Creative Arts	3
American History	6
Government/Political Sciences	6
Social & Behavioral Sciences	3
Component Area Option	6
<b>Electives Total</b>	<b>18</b>
Electives from Core (Science and/or Math labs hours)	2 / 3
5/6 General Electives Courses	15 / 16
<b>Total Degree</b>	<b>60</b>

## Associate of Science

	Credit Hours
<b>Core Curriculum</b> (See Core Curriculum for Course Options)	<b>42</b>
English	6
Mathematics	3
Life & Physical Sciences	6
Language, Philosophy & Culture	3
Creative Arts	3
American History	6
Government/Political Sciences	6
Social & Behavioral Sciences	3
Component Area Option	6
<b>Electives Total</b>	<b>18</b>
Electives from Core ( <b>Science and/or Math labs hours</b> )	2 / 3
3 / 4 Mathematic/Science Elective Courses	12 / 13
1 / 2 General Electives	3 / 4
<b>Total Degree</b>	<b>60</b>

## Associate of Art in Teaching

	Credit Hours
<b>Core Curriculum</b> (See Core Curriculum for Course Options)	<b>42</b>
English	6
Mathematics	3
Life & Physical Sciences	6
Language, Philosophy & Culture	3
Creative Arts	3
American History	6
Government/Political Sciences	6
Social & Behavioral Sciences	3
Component Area Option	6
<b>Electives Total</b>	<b>18</b>
<b>EDUC Major Code: 1889</b>	
EDUC1301 Intro to Teaching Professional	3
EDUC2301 Intro to Special Population	3
MATH1350 Fundamentals of Math I	3
MATH1351 Fundamentals of Math II	3
Additional Electives	6
<b>Total Degree</b>	<b>60</b>

## Undecided Majors

Students who are undecided about a major field of study and who are planning to transfer to a senior institution are strongly advised to complete the Hill College Core Curriculum. In addition, undecided majors should follow the Liberal Arts in Associate of Arts or General Studies in Associate of Science degrees. Students planning to transfer to a senior college or university are advised to secure a copy of that institution's catalog and use it for additional guidance in course selection.



Variations in the course of study given and additional courses of study are quite possible and can be determined with assistance from the Academic Advising and Success Center. Students are advised to choose electives on the basis of their possible major field of study.

## CAREER AND TECHNICAL EDUCATION

Career and technical education programs are dedicated to preparing young people to manage the dual roles of family member and wage earner. Career and technical programs enable students to gain entry level employment in a high-skill, high-wage job and/or continue their education.

In Texas, the primary responsibility for providing career and technical education at the postsecondary level has been given to the community colleges. Hill College has accepted the responsibility for providing high quality career and technical education programs that are specifically tailored to meet the needs of people in the geographic area served by the college.

The career and technical education program offerings at Hill College include business, industry, technology, and allied health. In order to assure that these programs continue to provide relevant training, the college makes use of industry advisory committees. Each individual program has an operational advisory committee made up of persons from business and industry who advise college officials in matters such as curriculum and current business and industry expectations.

## ENROLLMENT IN CAREER AND TECHNICAL PROGRAMS

To enroll in a career and technical education program, the student must meet the requirements for entrance to Hill College. Refer to the descriptions of the individual programs on the following pages for any special requirements.

## CURRICULA IN CAREER AND TECHNICAL EDUCATION PROGRAMS

On the following pages, specific courses of study that are required in each of the programs are outlined. The academic advisors or program instructors will provide additional information about the programs of study and assist the student in selecting a course of study. Students are advised to choose electives on the basis of their possible major field of study. Students may register for Cooperative Work Experience Courses (see course description) to fulfill program requirements.

## DESCRIPTION OF TECHNICAL DEGREE

Technical degrees and certificates are designed to be stackable in most cases. Certificate of Completion certificates merge into Certificate of Technology while courses from both certificates are found in the Associate of Applied Science degrees. Certificate and degree courses are designed to build upon prior knowledge as a student progresses through the degree plans.

Please refer to Chapter VI, Graduation Requirements for a listing of the official requirements for an Associate of Applied Science degree, Certificate of Technology, Certificate of Completion, and Occupational Skills Award.

# COURSE DESCRIPTIONS

## Explanation of Course Numbers

Hill College has joined with other junior/community colleges and universities in the State of Texas and has adopted the Texas Common Course Numbering System (TCCN). The purpose of the new numbering system is to improve articulation and assist students who are transferring between participating institutions.

Each course is designated by a department title and a four digit number. The first of the four digits identifies the academic level of the course. Freshman or first year courses are designated by a "1", whereas sophomore or second year courses, "2". The second digit specifies the number of semester credit hours awarded for the completion of the course. The third and fourth digits distinguish the course within a program area. For example, ENGL 1301 would be a three semester credit English course normally taken during the freshman year.

## AGRICULTURE

### AGRI 1131. The Agriculture Industry. (2-0)

Provide an overview of the world of agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. To provide insight regarding departmental and college programs and career opportunities in agriculture and natural resources.

### AGRI 1309. Computers in Agriculture. (2-2)

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

### AGRI 1311. Dairy Science. (2-2)

A survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Also included are food value for milk, tests for composition and quality, and use and processing of market milk and dairy products.

### AGRI 1325. Marketing of Agriculture Products. (3-0)

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Including the different types of integration.

### AGRI 1407. Agronomy. (3-3)

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. This course includes laboratory activities which will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

### AGRI 1419. Introductory Animal Science. (3-3)

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. This course includes laboratory

activities which will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.

AGRI 2317. Introduction to Agricultural Economics. (3-0)

Fundamental economic principles and their applications to the problems of the industry of agriculture. A study of basic economic concepts and our economic system of today. Survey of farm and ranch management, structure and operation of our marketing system. Other studies included will be agriculture pricing, marketing principles, finance government policies, and programs affecting the agricultural economy.

AGRI 2321. Livestock Evaluation I. (3-3)

A study of the types and breeds, market classes and grades of farm animals. Principles of evaluation include official grading, comparison judging, carcass contests progeny testing are emphasized, together with preparation of written justification of evaluations.

AGRI 2330. Wildlife Conservation and Management. (3-1)

Principles and practices used in the production and improvement of wildlife resources for aesthetic, ecological, and recreational uses of public and private lands.

## ART

ARTS 1301. Art Appreciation. (3-0)

(Core option—Creative Arts component)

Study of different types of visual art, focusing on the roles of art and artists in society throughout history. Topics include the elements and principles of art, an introduction to the different media, and critical evaluation.

ARTS 1303. Art History I. (3-0)

(Core option—Creative Arts component)

Architecture, sculpture, painting, and other visual arts from prehistoric time to the Renaissance. The relationship of art to religion, economic, political, social, and other culture patterns.

ARTS 1304. Art History II. (3-0)

(Core option—Creative Arts component)

Architecture, sculpture, painting, and other visual arts in relation to styles and culture patterns from the Renaissance to the present time.

ARTS 1311. Design I. (3-3)

Introduction to the fundamentals of two-dimensional design with an emphasis on creative expression using line, value, form, shape, space, texture, and color as it relates to environment.

ARTS 1312. Design II. (3-3)

Continued theory and practice of the principles of design with an introduction to three-dimensional design as it relates to environment and industry.

ARTS 1316. Drawing I. (3-3)

A beginning course investigating a variety of media, techniques and subjects including still-life, landscape, and architectural subjects, and exploring perceptual and descriptive possibilities with consideration of drawing as a development process as well as an end itself. The course is

designed for art majors as well as for the student who wishes to increase their powers of observation and drawing skills for personal enjoyment.

**ARTS 1317. Drawing II. (3-3)**

A continuation of Drawing I using varied media including color in the study of natural and man-made forms with emphasis on line, value, textural surfaces, foreshortening, and related to contour, gestural, and modeled drawings.

**ARTS 2316. Painting I. (3-3)**

An introduction to the basics of painting. Explores under painting, composition, color, and form through opaque and transparent paint techniques.

**ARTS 2317. Painting II. (3-3)**

In addition to the basic principle application, there will be concentration on individual techniques in the media of oil.

**ARTS 2326. Metal Sculpture I. (3-3)**

Exploration of ideas using sculpture media and techniques.

**ARTS 2348. Digital Art I. (3-3)**

A studio art course that explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

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

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

**ARTS 2357. Photography II. (3-3)**

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the black and white photographic process. Prerequisite: Photography I or its equivalent.

**ARTS 2366. Water Color I. (3-3)**

An introduction to the water color medium as a means of creative expression. Topics include transparency, technique, pigment selection, and paper preparation.

## AUTOMOTIVE TECHNOLOGY

**AUMT 1301. Introduction and Theory to Automotive Technology. (3-0)**

An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

**AUMT 1407. Automotive Electrical Systems. (2-8)**

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific.

AUMT 1410. Automotive Brake Systems. (2-8)

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.

AUMT 1416. Automotive Suspension and Steering System. (2-8)

A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific.

AUMT 1419. Automotive Engine Repair. (2-6)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

AUMT 1445. Automotive Climate Control Systems. (2-4)

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. Prerequisite: AUMT 1407.

AUMT 2301. Automotive Management. (3-0)

Instruction in human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer. Student needs to be their 3<sup>rd</sup> semester of automotive classes. Permission of instructor.

AUMT 2380, 2381. Coop. Ed. – Automobile/Automotive Mechanics/Technology/Technician.(1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Permission of instructor.

AUMT 2389. Internship-Automobile/Automotive Mechanics/Technology/Technician. (0-18)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Permission of instructor.

AUMT 2413. Automotive Drive Train and Axles. (2-8)

A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions.

AUMT 2417. Automotive Engine Performance Analysis I. (2-8)

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Prerequisite: AUMT 1407.

AUMT 2421. Automotive Electrical Diagnosis & Repair. (2-8)

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

**AUMT 2425. Automotive Automatic Transmission & Transaxle. (2-6)**

A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of the special tools and repair techniques. May be taught with manufacturer specific. Prerequisite: AUMT 1407.

**AUMT 2434. Automotive Engine Performance Analysis II. (2-8)**

A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisite: AUMT 1407.

## BIOLOGY

**BIOL 1322. Nutrition and Diet Therapy I. (3-0)**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge as well as nutrition and research applications. Special emphasis is given to fundamentals of chemistry and biochemistry, fundamentals of nutrition including nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Environmental influences on health and disease, food safety and availability, symptomology of nutrient insufficiency, excess, and impaired metabolism, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

**BIOL 1323. Nutrition and Diet Therapy II. (3-0)**

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Special emphasis is given to anatomy and physiology including nutritional, supplemental, and herbal support of body systems (digestive, immune, cardiovascular, musculoskeletal, nervous, endocrine, lymphatic, detoxification, excretory, and integumentary systems), epigenetics and nutritional genomics, and biochemical pathways. This course will expand upon comparative dietary systems including diet analysis and planning, popular diets review, cultural influence on food choices, evidence-based healthy lifestyle recommendations, and differential diet plans through various life cycles (pediatrics, men, women, geriatrics, and sports nutrition). The appropriate and safe use of herbs and supplements will be addressed (indications of need, contraindications, interactions with herbs, foods, and medications).

**BIOL 1406. Biology for Science Majors I. (3-3)**

(Core option—Life & Physical Sciences component)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. A co-requisite laboratory-based course includes activities that will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Co-requisite: Student must also enroll in lab for the course: BIOL 1106

**BIOL 1407. Biology for Science Majors II. (3-3)**

(Core option—Life & Physical Sciences component)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. A co-requisite laboratory-based course includes activities that will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1406. Biology for Science Majors. Co-requisite: Student must also enroll in lab for the course: BIOL 1107

**BIOL 1408. Biology for Non-Science Majors I. (3-3)**

(Core option—Life & Physical Sciences component)

This course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Co-requisite: Student must also enroll in lab for the course: BIOL 1108

**BIOL 1409. Biology for Non-Science Majors II. (3-3)**

(Core option—Life & Physical Sciences component)

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Co-requisite: Student must also enroll in lab for the course: BIOL 1109

**BIOL 1411. Botany. (3-4)**

(Core option—Life & Physical Sciences component)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism as they relate to botanical medicine. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism as they relate to botanical medicine. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi as they relate to botanical medicine. Co-requisite: Student must also enroll in lab for the course: BIOL 1111

**BIOL 2289. Holistic Clinical Skills. (0-9)**

An instructional program designed to integrate on campus study with practical hands on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. This course addresses mental health and wellness self-care strategies, nutritional counseling, herbal protocols, and wellness coaching processes. Students will gain skills in career preparation including practical skills development, coaching education, business management, legal issues including applicable laws and regulations, scope of practice, acceptable professional standards, practice development and marketing, obtaining referrals and collaborating with other health professionals, and professional ethics. Students will also be introduced to intake procedures, health assessments, and lab testing.

### BIOL 2389. Advanced Holistic Clinical Skills. (0-9)

An instructional program designed to integrate on campus study with practical hands on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. This course addresses the mastery of clinical skills including client intake and health assessments, lab testing and analysis, medical terminology, and practice development. (Cross listed as) WECM

### BIOL 2401. Anatomy and Physiology I. (3-3)

(Core option—Life & Physical Sciences component)

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. **Must have passed the reading section of the TSI or be exempt from other state tests.**

### BIOL 2402. Anatomy and Physiology II. (3-3)

(Core option—Life & Physical Sciences component)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Prerequisite required: BIOL 2401. **Must have passed the reading section of the TSI or be exempt from other state tests.**

### BIOL 2406. Environmental Biology. (3-3)

(Core option—Life & Physical Sciences component)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research as they relate to botanical medicine. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological as they relate to botanical medicine. Co-requisite: Student must also enroll in lab for the course: BIOL 2106

### BIOL 2416. Genetics. (3-3)

This course is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It may include population genetics and genetic engineering.



Prerequisites: BIOL 1406, BIOL 1408, or BIOL 2401. Co-requisite: Student must also enroll in lab for the course: BIOL 2116

BIOL 2420. Microbiology for Non-Majors (Bacteriology). (3-3)

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. This course covers basics of culture and identification of bacteria and microbial ecology. Emphasis is on medical microbiology, infectious diseases, and public health. Prerequisites: BIOL 1406 or BIOL 1408 or BIOL 2401. Co-requisite: Student must also enroll in lab for the course: BIOL 2120

BIOL 2421. Microbiology for Science Majors. (3-4)

This course examines principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisites: BIOL 1406, BIOL 1407, & CHEM 1411. Co-requisite: Student must also enroll in lab for the course: BIOL 2121

## BUSINESS ADMINISTRATION & MANAGEMENT

Business Administration courses at Hill College include accounting, general business, business management, office administration, information processing, and word processing. Related business courses include economics, data processing, management development, and management internship.

### Accounting

ACCT 2301. Principles of Accounting I – Financial. (2-4)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.

ACCT 2302. Principles of Accounting I – Managerial. (2-4)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2401 or ACCT 2301

ACNT 1303. Introduction to Accounting I. (2-3)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304. Introduction to Accounting II. (2-3)

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Business Administration/General Business

BUSG 1315. Small Business Operations. (3-0)

Aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations.

BUSG 2309. Small Business Management. (3-0)

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSI 1301. Business Principles. (3-0)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 2301. Business Law. (3-0)

Principles of law which form the legal framework for business activity. Major topics covered are the legal and social environment of business including ethics, the Constitution, government regulation, international trade, administrative agencies, environmental law, consumer protection, crimes, torts, and computers.

BUSI 2305. Business Statistics. (3-0)

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

Human Relations

HRPO 1311. Human Relations. (3-0)

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301. Human Resources Management. (3-0)

Behavioral and legal approaches to the management of human resources in organizations.

Management

BMGT 1301. Supervision. (3-0)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1327. Principles of Management. (3-0)

Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 2341. Strategic Management. (3-0)

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

### Marketing

MRKG 1302. Principles of Retailing. (3-0)

Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

MRKG 1311. Principles of Marketing. (3-0)

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

### CHEMISTRY

CHEM 1406. Introductory Chemistry I (Allied Health Emphasis). (3-3)

(Core option—Life & Physical Sciences component)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiology chemistry, and environmental/consumer chemistry. Designed for allied health and non-science students. Co-requisite: Student must also enroll in lab for the course: CHEM 1106

CHEM 1411. General Chemistry I. (3-3)

(Core option—Life & Physical Sciences component)

General principles, fundamental laws, concepts, and theories of inorganic chemistry. A foundation course to prepare the student for further work in the sciences. Prerequisite: MATH 1314 or a higher level mathematics course, or concurrent enrollment in MATH 1314, or consent of the instructor. Co-requisite: Student must also enroll in lab for the course: CHEM 1111

CHEM 1412. General Chemistry II. (3-3)

(Core option—Life & Physical Sciences component)

Further exploration of chemical principles. Laboratory emphasis on analytical procedures. Prerequisite: CHEM 1411 or consent of instructor. Co-requisite: Student must also enroll in lab for the course: CHEM 1112

CHEM 2423. Organic Chemistry I. (3-3)

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Co-requisite: Student must also enroll in lab for the course: CHEM 2123

### CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION

CDEC 1164. Practicum (or Field Experience) – Child Development. (0-8)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 1303. Families, School, & Community. (3-1)**

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

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

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

**CDEC 1313. Curriculum Resources for Early Childhood Programs. (2-3)**

Study of the fundamental of developmentally appropriate curriculum design and implementation in early care and education programs for children birth thorough age eight.

**CDEC 1318. Wellness of the Young Child. (3-1)**

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

**CDEC 1319. Child Guidance. (3-1)**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

**CDEC 1321. Infant and Toddler. (3-1)**

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

**CDEC 1323. Observation and Assessment. (3-1)**

A study of observation skills, assessment techniques, and documentation of children's development.

**CDEC 1354. Child Growth and Development. (3-1)**

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

**CDEC 1358. Creative Arts for Early Childhood. (3-1)**

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking to children from birth through age eight.

**CDEC 1359. Children with Special Needs. (3-1)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Prerequisite: CDEC 1354 or PSYC 2314 or consent of instructor.

**CDEC 2265. Practicum (or Field Experience) – Child Development. (0-17)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 2326. Administration of Programs for Children I. (3-1)**

Application of management procedures for early child care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Sophomore standing and 34 hours of CDEC course work or consent of the instructor.

**CDEC 2328. Administration of Programs for Children II. (3-1)**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships. Prerequisite: Sophomore standing and 34 hours of CDEC course work or consent of the instructor.

**CDEC 2341. The School Age Child. (3-1)**

A study of programs for the school age child including an overview of development, learning environments, materials and activities, and guidance techniques. Prerequisite: CDEC 1321 or consent of instructor.

EDUC and TECA courses listed under EDUCATION

## COMMUNICATION

See Computer Information Systems or Speech

## COMPUTER INFORMATION SYSTEMS

**ARTC 1313. Digital Publishing I. (2-4)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

**ARTC 1325. Introduction to Computer Graphics. (2-4)**

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

ARTC 1353. Computer Illustration. (2-4)

Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings.

ARTC 2335. Portfolio Development for Graphic Design. (2-4)

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

ARTV 1343. Digital Sound. (2-4)

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.

ARTV 1351. Digital Video. (2-4)

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.

BCIS 1305. Business Computer Applications. (2-4)

(Core required—Component Area Option component)

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

COMM 1307. Introduction to Mass Communication. (3-0)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

COMM 2305. Editing and Layout. (3-3)

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2330. Introduction to Public Relations. (3-0)

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

COSC 1436. Programming Fundamentals I. (3-3)

Introduces the fundamental concepts of structure programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite: BCIS 1305 or consent of the instructor.

COSC 1437. Programming Fundamentals II. (3-3)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1436 or consent of the instructor.

**COSC 2325. Computer Organization. (2-4)**

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. Prerequisite: COSC 1436 or consent of the instructor.

**COSC 2436. Programming Fundamentals III. (3-3)**

Further applications of programming techniques introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1437 or consent of the instructor.

**IMED 1301. Introduction to Digital Media. (2-4)**

A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations.

**IMED 1316. Web Design I. (2-4)**

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

**IMED 1345. Interactive Multimedia I. (2-4)**

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.

**IMED 1359. Writing for Digital Media. (2-4)**

Written communication for digital media environments including professional websites or other digital content.

**ITMT 1405. Configuring Advanced Windows Server Operating System. (3-3)**

Advanced configuration tasks required to deploy, manage, and maintain a Windows Server operating system infrastructure. Additional topics include fault tolerance, certificate services, and identity federation.

**ITMT 1406. Computer Systems Networking and Telecommunications. (3-3)**

A study of the initial implementation of core services in a Windows server environment; includes an introduction to Windows Server administration interface, roles and features of the Windows Server operating system and various installation and configuration options used when deploying and configuring Windows Server.

**ITMT 1457. Administering a Windows Server Operating System. (3-3)**

A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network assess and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application.

ITMT 2401. Windows Server 2008 Network Infrastructure Configuration. (3-3)  
A course in Windows Server 2008 networking infrastructure to include installation, configuration, and troubleshooting of Internet Protocol (IP) addressing, network services and security.

ITMT 2402. Windows Server 2008 Active Directory Configuration. (3-3)  
A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment.

ITMT 2422. Windows Server 2008 Applications Infrastructure Config. (3-3)  
A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008

ITMT 2451. Windows Server 2008: Server Administrator. (3-3)  
Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers.

ITMT 2456. Windows Server 2008: Enterprise Administrator. (3-3)  
A capstone course in the design of Windows Server 2008 Enterprise Network Infrastructure that meets business and technical IT requirements for network services.

ITNW 1308. Implementing & Supporting Client Operating Systems. (2-4)  
The fundamentals of managing and configuring network clients.

ITNW 1358. Network+. (2-4)  
Assists individuals in preparing for the Computing Technology Industry Association (Comp TIA) Network+ certification exam and career as a network professional.

ITNW 1451. Fundamentals of Wireless LANs. (3-3)  
Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.

ITSC 1305. Introduction to PC Operating Systems. (2-4)  
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1307. UNIX Operating System I. (2-4)  
Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts.

ITSC 1325. Personal Computer Hardware. (2-4)  
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

ITSC 1380. Cooperative Education - Computer and Info. Science, General. (1-20)  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the



college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

ITSC 2435. Application Software Problem Solving. (3-3)

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

ITSE 1329. Programming Logic and Design. (2-4)

Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation.

ITSE 2409. Database Programming. (3-3)

Database development using database programming techniques emphasizing database structures, modeling, and database access.

ITSE 2413. Web Authoring. (3-3)

Introduction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

ITSE 2417. JAVA Programming. (3-3)

Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets.

ITSE 2421. Object-Oriented Programming. (3-3)

Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation.

ITSY 1342. Information Technology Security. (2-4)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

ITSY 2400. Operating System Security. (3-3)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

ITSY 2401. Firewalls and Network Security. (3-3)

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

ITSY 2417. Wireless Security Development. (3-3)

Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, and confidentiality in the

design, planning, implementing, operating, and troubleshooting of wireless LAN along with administrative controls.

ITSY 2430. Intrusion Detection. (3-3)

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

ITSY 2442. Incident Response and Handling. (3-3)

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

ITSY 2443. Computer System Forensics. (3-3)

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

ITSY 2445. Network Defense and Countermeasures. (3-3)

This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack. Prerequisites: ITSY 2400, ITSY 2430, ITSY 2442 or consent of the instructor.

POFI 1401. Computer Applications I. (3-3)

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

RTVB 1317. Convergence of Electronic Media. (3-0)

Explores career opportunities, regulatory and economic issues in electronic media including radio, television, internet, and new media.

## COSMETOLOGY

CSME 1310. Introduction to Haircutting and Related Theory. (2-6)

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

CSME 1348. Principles of Skin Care. (2-4)

An introduction of the theory and practice of skin care.

CSME 1401. Orientation to Cosmetology. (2-8)

An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1405. Fundamentals of Cosmetology. (2-8)

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out

CSME 1420. Orientation to Facial Specialist. (2-5)

An overview of the skills and knowledge necessary for the field of facials and skin care.

**CSME 1421. Principles of Facial and Skin Care Technology I. (2-5)**

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology. Co-requisite: CSME 1420 - Orientation to Facial Specialist

**CSME 1430. Orientation to Nail Technology. (3-6)**

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

**CSME 1431. Principles of Nail Technology I. (3-6)**

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and related skills of nail technology.

**CSME 1434. Cosmetology Instructor I. (2-6)**

The fundamentals of instructing cosmetology students. Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

**CSME 1435. Orientation to the Instruction of Cosmetology. (2-6)**

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

**CSME 1441. Principles of Nail Technology II. (3-6)**

A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Co-requisite: CSME 1431 - Principles of Nail Technology I

**CSME 1451. Artistry of Hair, Theory and Practice. (2-8)**

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

**CSME 1453. Chemical Reformation and Related Theory. (2-8)**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

**CSME 1492. Special Topics in Cosmetology Instruction. (4-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency.

**CSME 1493. Special Topics in Cosmetic Services, General. (4-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency.

**CSME 1543. Manicuring and Related Theory. (3-7)**

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

CSME 1545. Principles of Facial/Esthetic Technology II. (2-9)

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial/esthetic technology. Co-requisite: CSME 1421 - Principles of Facial and Skin Care Technology I

CSME 1547. Principles of Skin Care/Facials and Related Theory. (3-7)

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Pre/co requisite-Orientation to Cosmetology.

CSME 2302. Introduction to Application of Hair Color. (2-4)

Introduction to basic hair color applications including safety and sanitation procedures.

CSME 2337. Advanced Cosmetology Techniques. (2-4)

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Pre/co requisite-Fundamentals of Cosmetology.

CSME 2343. Salon Development. (3-0)

Applications of procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

CSME 2401. The Principles of Hair Coloring and Related Theory. (2-8)

Presentation of the theory, practice, and of hair color. Topics include terminology, application, and workplace competencies related to hair color.

CSME 2414. Cosmetology Instructor II. (2-6)

A continuation of the fundamentals of instructing of cosmetology students. Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2439. Advanced Hair Design. (2-8)

Advanced concepts in the theory and practice of hair design.

CSME 2444. Cosmetology Instructor IV. (2-6)

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2445. Instructional Theory and Clinic Operation. (1-6)

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2449. Cosmetology Instructor III. (2-6)

Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2530. Nail Enhancement. (2-9)

A course in the theory, application, and related technology of nail enhancements.

CSME 2531. Principles of Facials and Skin Care Technology III. (2-9)

Advanced concepts and principles of skin care and other related technologies. Co-requisite: CSME 1545 - Principles of Facial and Skin Care Technology II.

CSME 2541. Preparation for the State Licensing Examination. (3-6)

Preparation for the state licensing examination.

## CRIMINAL JUSTICE

### Criminal Justice - Field of Study

CRIJ 1301. Introduction to Criminal Justice. (3-0)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306. Court Systems and Practices. (3-0)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307. Crime in America. (3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310. Fundamentals of Criminal Law. (3-0)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313. Juvenile Justice System. (3-0)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301. Community Resources in Corrections. (3-0)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313. Correctional Systems and Practices. (3-0)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CRIJ 2314. Criminal Investigation. (3-0)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323. Legal Aspects of Law Enforcement. (3-0)

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

CRIJ 2328. Police Systems and Practices. (3-0)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; policy-community interaction; current and future issues.

#### Law Enforcement/Police Science

CJLE 1111. Basic Firearms. (0-3)

Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency. This course was designed to be repeated multiple times if content varies. Course is only offered through credit by evaluation.

CJLE 1132. Physical Fitness for Law Enforcement. (0-3)

Addresses personal health and diet, fitness, and stress management for law enforcement. Includes development of flexibility, strength, cardiovascular, endurance training, and personal fitness evaluation techniques. This course was designed to be repeated multiple times if content varies. Course is only offered through credit by evaluation.

CJLE 1506. Basic Peace Officer I. (3-8)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. **\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\***

CJLE 1512. Basic Peace Officer II. (3-8)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. **\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\***

CJLE 1518. Basic Peace Officer III. (3-8)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. **\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\***

CJLE 1524. Basic Peace Officer IV. (3-8)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. **\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\***

CJLE 1329. Basic Peace Officer V. (2-2)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and IV to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

### Drug and Alcohol Abuse Counseling

DAAC 1309. Assessment Skill of Alcohol and Other Drug Addictions. (3-0)

Examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems, and needs.

DAAC 1317. Basic Counseling Skills. (3-0)

Presents the basic counseling skills necessary to develop an effective helping relationship with clients.

DAAC 1319. Introduction to Alcohol & Other Drug Addictions. (3-0)

Provides an overview of causes and consequences of addiction as they relate to the individual, family, community, and society. Overview of alternatives regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Identifies addiction issues related to diverse populations.

DAAC 2354. Dynamics of Group Counseling. (3-0)

Exploration of group counseling skills, techniques, and stages of group development.

DAAC 2366. Practicum - Substance Abuse/Addiction Counseling. (0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DAAC 2563. Clinical - Substance Abuse/Addiction Counseling. (1-20)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### DEVELOPMENTAL STUDIES

ENGL 0101. Writing Success Camp.

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English.

ENGL 0102. Writing Dev. Ed. (BASE NCBO). (1-0)

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: •as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental writing course, or •as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

ESLG 0310. Reading and Vocabulary I. (3-3)

English for speakers of other languages: develop reading fluency, including vocabulary, preparing students to function in an English speaking society.

ESLG 0311. Reading and Vocabulary II. (3-3)

A continuation of ESLG 0310, Reading and Vocabulary I.

INRW 0109. Integrated Reading/Writing (NCBO) "Bubble".

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

INRW 0302. Integrated Reading/Writing I. (3-3)

Integration of critical reading and academic writing skills and will serve as the entry point for students who are not TSIA met in Reading and/or Writing. Successful completion of this course will allow students to enroll in INRW 0303 and a co-requisite credit course.

INRW 0303. Integrated Reading/Writing II. (3-3)

Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

MATH 0202 Developmental Mathematics (BASE NCBO). (2-0)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course. The course is developmental and will not result in degree or transferable credit.

MATH 0232. Developmental Contemporary Math. (2-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1332.

MATH 0242. Developmental Statistics. (2-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1342.

MATH 0302. Beginning Algebra. (3-3)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. The course is developmental and will not result in degree or transferable credit. Prerequisites: Assignment by appropriate test.

MATH 0309. Intermediate Algebra (NCBO "Bubble"). (3-1)

The course is a non-semester-length developmental education intervention for students two points or less to passing the TSI Assessment to become college ready. The course is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

MATH 0314. Intermediate Algebra. (3-0)



The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1314.

MATH 0324. Intermediate Business Pre-Calculus. (3-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1324.

READ 0101. Reading Success Camp.

Development of reading and higher order thinking skills necessary for college readiness.

READ 0102. Reading Dev. Ed. (BASE NCBO). (1-0)

Development of reading and higher order thinking skills necessary for college readiness. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: •as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental reading course, or •as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

## DIAGNOSTIC MEDICAL SONOGRAPHY

DMSO 1110. Introduction to Sonography. (0-2)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

DMSO 1160. Clinical-Sonography Techniques. (0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DMSO 1302. Basic Ultrasound Physics. (3-0)

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

DMSO 1342. Intermediate Ultrasound Physics. (2-2)

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bio-effects, and image artifacts. May introduce methods of Doppler flow analysis.

DMSO 1351. Sonographic Sectional Anatomy. (3-1)

Sectional anatomy of the male and female body. Includes anatomical relationships of organs, vascular structures, and body planes and quadrants.

DMSO 1355. Sonographic Pathophysiology. (3-0)

Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen, pelvis, and superficial structures.

DMSO 1360. Clinical. (0-18)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DMSO 1361. Clinical. (0-18)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DMSO 1441. Abdominopelvic Sonography. (3-2)

Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

DMSO 2130. Advanced Ultrasound and Review. (0-4)

Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development.

DMSO 2243. Advanced Ultrasound Principles & Instrumentation. (1-2)

Theory and application of ultrasound principles. Includes advances in ultrasound technology.

DMSO 2245. Advanced Sonographic Practices. (2-0)

Exploration of advanced sonographic procedures and emerging ultrasound applications.

DMSO 2405. Sonography of Obstetrics/Gynecology. (3-4)

Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2460. Clinical. (0-24)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## VASCULAR TECHNOLOGY

DSVT 1300. Principles of Vascular Technology. (2-2)

Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams.

DSVT 2200. Vascular Technology Applications. (1-2)

Non-invasive vascular technology. Includes 2-D imaging, Doppler, plethysmography, and segmental pressures. Emphasizes protocols for performing basic venous and arterial imaging and non-imaging exams.

DSVT 2335. Advanced Non-Invasive Vascular Technology. (2-2)

Non-Invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and

research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review.

DSVT 2461. Clinical. (0-20)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## DRAMA

DRAM 1120, 1121. Theater Practicum I & II. (3-3)

A participation course to aid students in finding an outlet for talents in the field of drama. Required of all drama majors and drama scholarship students, but open to all students.

DRAM 1310. Theater Appreciation. (3-3)

(Core option—Creative Arts component)

A survey course designed to acquaint the student with all the various areas of theatre, beginning with the history of the theatre and including a discussion of the periods and the playwrights that reflected the periods. Topics include an examination of the various theatre arts: directing, acting, scene design, lighting, costuming, theatre management, and how to choose and produce a play.

DRAM 1323. Basic Theater Practice. (3-3)

Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

DRAM 1330. Stagecraft I. (3-3)

The study and application of choosing, casting, rehearsing, and producing of a play. In addition to the direct aspects of production, other topics may include set design, lighting, sound, costuming, properties, house management, and backstage organization. Designed for drama majors as well as art majors, architectural students, fashion merchandising.

DRAM 1341. Stage Makeup. (3-1)

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1342. Costume Technology. (3-1)

Principles and techniques of costume design and construction for theatrical productions.

DRAM 1351. Introduction to Acting I. (3-3)

This course approaches acting as an art where native ability is important but where certain techniques can be taught. Special problems of individual students will be addressed, especially with regard to handling stage fright. Projects include improvisations, monologues, duo characterizations, and personal development according to needs.

DRAM 1352. Introduction to Acting II. (3-3)

A continuation of DRAM 1351. The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis is placed on the mechanics of voice, body, emotion, and an analysis as tools for the actor.

DRAM 2120, 2121. Theater Practicum III & IV. (3-3)  
A continuation of DRAM 1120, 1121.

DRAM 2331. Stagecraft II. (3-3)  
A continuation of DRAM 1330.

DRAM 2336. Voice for Theater. (3-0)  
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency with an emphasis on techniques designed to improve the performer's speaking abilities.

DRAM 2351. Introduction to Acting III. (3-3)  
A continuation of DRAM 1352.

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

DRAM 2366. Film Appreciation. (2-4)  
(Core option—Creative Arts component)  
The study of the historical development of motion pictures to the present time and the medium of entertainment and industry as an art form. Representative films are viewed, studied, and evaluated. Further film analysis emphasizes direction, producing, acting, and other production values of the cinema.

DRAM 2367. Development of the Motion Picture II. (2-4)  
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

DRAM 2389. Academic Cooperative. (3-7)  
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.

MUEN 1160. Musical Theatre. (1-3)  
Examples of small vocal ensembles may include but are not limited to glee club, madrigals, opera/musical theatre, commercial, and folk.

## ECHOCARDIOGRAPHY

### Echocardiography Program



The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **January 21, 2016** to award **initial accreditation** to the Cardiovascular Technology - Adult Echocardiography Associate degree program at Hill College, Hillsboro, TX.

DMSO 1302. Basic Ultrasound Physics. (3-0)

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

DSAE 1203. Introduction to Echocardiography Techniques. (1-3)

An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic explanation of the normal adult heart.

DSAE 1260. Clinical-Diagnostic Medical Sonography/Sonographer/Ultrasound Technician. (0-8)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DSAE 1315. Principles of Adult Echocardiography. (2-2)

An introduction to cardiovascular anatomy and physiology, including hemodynamics and spatial relationships of the normal adult heart. Topics include anatomical correlation of 2-D, M-Mode, and Doppler sonographic imaging. Scanning techniques are correlated and taught in the laboratory sessions.

DSAE 1440. Diagnostic Electrocardiography. (3-3)

Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology.

DSAE 2235. Advanced Echocardiography. (0-6)

Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing.

DSAE 2304. Echocardiographic Evaluation of Pathology I. (2-2)

Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed.

DSAE 2437. Echocardiographic Evaluation of Pathology II. (3-3)

A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. Discussion of quantitative measurements and application of 2-D, M-Mode, and Doppler and recognition of the sonographic appearances of cardiac disease is stressed.

DSAE 2660. Clinical-Diagnostic Medical Sonography/Sonographer/Ultrasound Technician. (0-29)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DSAE 2661. Clinical-Diagnostic Medical Sonography/Sonographer/Ultrasound Technician. (0-29)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

HPRS 2200. Pharmacology for Health Professions. (2-0)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

## ECONOMICS

ECON 2301. Principles of Macroeconomics. (3-0)

(Core option—Social and Behavioral Sciences component)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302. Principles of Microeconomics. (3-0)

(Core option—Social and Behavioral Sciences component)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

## EDUCATION

EDUC 1100. Learning Framework. (1-0)

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

EDUC 1300. Learning Framework. (3-0)

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

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

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high

need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

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

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

**TECA 1303. Family, School, and Community. (3-1)**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

**TECA 1311. Educating Young Children. (3-1)**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

**TECA 1318. Wellness of the Young Child. (3-1)**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA 1354. Child Growth and Development. (3-0)

(Core option—Social & Behavioral Sciences component)

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

## EMERGENCY MEDICAL SERVICES PROFESSIONS

CAAHEP Accredited Program #600447

EMSP 1160. Basic Clinical Internship-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

EMSP 1161. Intermediate Clinical-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/ client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy.

EMSP 1162. Paramedic Clinical I-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Completion of Introduction to Advanced Practices to include airway management and intravenous infusion therapy and emergency pharmacology.

EMSP 1163. Paramedic Clinical II-E.M.S. Professions. (0-6)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite: Completion of Paramedic I and Assessment Based Management.

EMSP 1355. Trauma Management. (2-2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Prerequisite: Patient Assessment & Advanced Airway.



**EMSP 1356. Patient Assessment & Airway Management. (2-2)**

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Prerequisite: EMT Basic Introduction to Advanced Practice.

**EMSP 1438. Introduction to Advanced Practice. (3-2)**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisite: EMT-Basic.

**EMSP 1501. Emergency Medical Technician-Basic. (3-8)**

Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite/co-requisite: Must be eighteen years of age at the completion of the course. Must have attained a GED or high school diploma prior to testing with the National Registry of Emergency Medical Technicians.

**EMSP 2143. Assessment Based Management. (0-3)**

The capstone of the EMSP program. Designed to provide for teaching and evaluating comprehensive assessment based patient care management. Prerequisite: Patient Assessment & Advanced Airway, Trauma, Cardiology, Medical Emergencies, Special Populations.

**EMSP 2305. EMS Operations. (2-2)**

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Prerequisite: Paramedic I&II.

**EMSP 2306. Emergency Pharmacology. (3-1)**

A study of drug classifications, actions, therapeutic uses, adverse effects. Routes of administration, and calculation of dosages. Co-requisite: Introduction of Advanced Practices, Patient Assessment and Airway Management, Trauma Management.

**EMSP 2430. Special Populations. (3-2)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, Cardiology, and Medical Emergencies.

**EMSP 2434. Medical Emergencies. (3-4)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Prerequisite: Patient Assessment & Advanced Airway, Pharmacology, and Cardiology.

**EMSP 2460. Clinical-Emergency Medical Service Professions III. (0-16)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisite/co-requisite: Completion of Paramedic I & II along with EMS Operations.

EMSP 2544. Cardiology. (4-4)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Co-requisite: Patient Assessment, Advanced Airway & Emergency Pharmacology.

ENGLISH

ENGL 0101. Writing Success Camp.

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English.

ENGL 0102. Writing Dev. Ed. (BASE NCBO). (1-0)

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: •as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental writing course, or •as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

INRW 0109. Integrated Reading/Writing (NCBO) "Bubble".

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

INRW 0302. Integrated Reading/Writing I. (3-3)

Integration of critical reading and academic writing skills and will serve as the entry point for students who are not TSIA met in Reading and/or Writing. Successful completion of this course will allow students to enroll in INRW 0303 and a co-requisite credit course.

INRW 0303. Integrated Reading/Writing II. (3-3)

Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

ENGL 1301. Composition I. (3-0)

(Core required—English component)

A review of the principles of grammar, punctuation, and sentence structure; spelling drill and vocabulary; selected readings; theme writing with emphasis on organization of the whole composition, paragraph development, and effective sentences for expository and argumentative-persuasive writing; library use, individual conferences.

ENGL 1302. Composition II. (3-0)

(Core required—English component)

Studies in analyzing literature and the writing of critical papers; selected readings; a review of research and documentation procedures leading to the production of a research paper; mechanics of composition as necessary for each class. Prerequisite: ENGL 1301 or approval of the instructor.

ENGL 2139. Selected Studies in Literature. (1-0)

Intensive reading in single area unified by period, genre, or theme. Emphasis on reading, discussion, and composition. May be repeated when topics vary.

ENGL 2311. Technical Writing. (3-0)

Training in writing clear, concise technical reports on scientific, engineering, and business projects; the processes of collection, organization, interpretation, and logical presentation of facts and ideas; and the use of graphic aids. Prerequisites: six semester hours of composition or approval of the instructor.

ENGL 2322. British (English) Literature I. (3-0)

(Core option—Language, Philosophy & Culture component)

A general survey of English literature from its origin through the 18th century; some consideration of historical background and development; emphasis on emerging ideas and surviving influences. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2323. British (English) Literature II. (3-0)

(Core option—Language, Philosophy & Culture component)

Further study of English literature from the Romantic period to the present; selected readings from major authors; emphasis on emerging ideas and surviving influences. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2327. American Literature I. (3-0)

(Core option—Language, Philosophy & Culture component)

From the beginning to 1860. This course treats briefly of colonial writers and writings in order to center attention on major literary figures of the first half of the nineteenth century. Both narrative and expository prose are studied along with poetry and drama. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2328. American Literature II. (3-0)

(Core option—Language, Philosophy & Culture component)

From 1860 to the present. The course treats briefly of the emergence of modern American literature in order to center attention on major literary figures of the latter half of the nineteenth century and the twentieth century. Both narrative and expository prose are studied along with poetry and drama. Prerequisite: Six semester hours of composition or approval of the instructor.

ENGL 2331. World Literature. (single semester) (3-0)

(Core option—Language, Philosophy & Culture component)

Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2332 World Literature I. (3-0)

(Core option—Language, Philosophy & Culture component)

Study of representative masterpieces of world literature with emphasis on classical and neo-classical literature; foreign literature read in translation; themes and oral reports; recommended for social science and education majors. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2333 World Literature II. (3-0)

(Core option—Language, Philosophy & Culture component)

A survey of masterpieces of world literature from the neo-classical period to the present; study of various critical approaches to literature; foreign literature read in translation; themes and oral

reports; recommended for social science and education majors. Prerequisite: six semester hours of composition or approval of the instructor.

ENGL 2341. Special Topics in Literature. (3-0)

A study of selected topics in literature. Note: May be repeated when topics vary.

### ENGLISH AS A SECOND LANGUAGE

ESLG 0310. Reading and Vocabulary I. (3-3)

English for speakers of other languages: develop reading fluency, including vocabulary, preparing students to function in an English speaking society.

ESLG 0311. Reading and Vocabulary II. (3-3)

A continuation of ESLG 0310, Reading and Vocabulary I.

### ENVIROMENTAL SCIENCE

ENVR 1401. Introduction to Environmental Science I. (3-3)

(Core option—Life & Physical Sciences component)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (Cross-listed with GEOL 1305 and GEOL1405) Co-requisite: Student must also enroll in lab for the course: ENVR 1101.

### FIRE PROTECTION TECHNOLOGY

#### Fire Science/Firefighting

FIRS 1313. Firefighter Certification III. (3-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1319. Firefighter Certification IV. (2-2)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1323. Firefighter Certification V. (2-3)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1329. Firefighter Certification VI. (2-2)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1401. Firefighter Certification I. (3-2)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.

\*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1407. Firefighter Certification II. (3-3)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRS 1433. Firefighter Certification VII. (3-3)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*This course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.

FIRT 1311. Fire Service Hydraulics. (3-0)

The study of the application of hydraulic principles to analyze and solve water supply problems related to fire protection.

FIRT 1319. Firefighter Health and Safety. (3-0)

A study of firefighter occupational safety and health in emergency and nonemergency situations.

FIRT 1329. Building Codes and Construction. (3-0)

Examination of building codes and requirements, construction types, and building materials. Topics include walls, flooring, foundations, and various roof types and the associated dangers of each.

FIRT 1333. Fire Chemistry I. (3-0)

Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1338. Fire Protection Systems. (3-0)

A study of the design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and potable fire extinguishers.

FIRT 1353. Legal Aspects of Fire Protection. (3-0)

A study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

## FRENCH

FREN 1411. Elementary French. (French Level I). (3-4)

A course covering the essentials of French (pronunciation, basic vocabulary, functional grammar, sentence structure, inflections, and common idioms) with stress on reading, understanding, writing, and speaking.

FREN 1412. Elementary French. (French Level II). (3-4)

Continuation of FREN 1411. Prerequisite: FREN 1411 or equivalent or one year of high school French or consent of instructor.

FREN 2311. Intermediate French. (French Level III). (3-2)

French grammar and verb tenses with conversation, readings, vocabulary study, and some original compositions. Prerequisite: FREN 1411 and 1412 or equivalent or two years of high school French or consent of instructor.

FREN 2312. Intermediate French. (French Level IV). (3-2)

Continuation of FREN 2311. Prerequisite: FREN 2311 or equivalent or consent of the instructor.

## GEOGRAPHY

GEOG 1301. Physical Geography. (3-0)

This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

GEOG 1303. World Regional Geography. (3-0)

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

## GEOLOGY/ENVIRONMENTAL SCIENCE

ENVR 1401. Introduction to Environmental Science I. (3-3)

(Core option—Life & Physical Sciences component)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and

energy resources. (Cross-listed with GEOL 1305 and GEOL1405) Co-requisite: Student must also enroll in lab for the course: ENVR 1101.

GEOL 1305. Environmental Science. (3-0)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (Cross-listed with ENVR 1301) GEOL 1305 or GEOL 1405 but not both.

GEOL 1401. Earth Sciences for Non-Science Majors I. (3-3)

(Core option—Life & Physical Sciences component)

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences. Co-requisite: Student must also enroll in lab for the course: GEOL 1101

GEOL 1402. Earth Sciences for Non-Science Majors II. (3-3)

(Core option—Life & Physical Sciences component)

Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. Prerequisites: GEOL 1301 or 1401 Earth Science I, or GEOL 1303 or 1403 Physical Geology. Co-requisite: Student must also enroll in lab for the course: GEOL 1102

GEOL 1403. Physical Geology. (3-3)

(Core option—Life & Physical Sciences component)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Co-requisite: Student must also enroll in lab for the course: GEOL 1103

GEOL1404. Historical Geology. (3-3)

(Core option—Life & Physical Sciences component)

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisites: GEOL 1403 Physical Geology. Co-requisite: Student must also enroll in lab for the course: GEOL 1104

GEOL 1405. Environmental Science. (3-3)

(Core option—Life & Physical Sciences component)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (Cross-listed with ENVR 1401) Co-requisite: Student must also enroll in lab for the course: GEOL 1105

GEOL 1445. Oceanography. (3-3)

(Core option—Life & Physical Sciences component)

Survey of oceanography and related sciences. Co-requisite: Student must also enroll in lab for the course: GEOL 1145

GEOL 1447. Meteorology. (3-3)

(Core option—Life & Physical Sciences component)

Survey of meteorology and related sciences. Co-requisite: Student must also enroll in lab for the course: GEOL 1147

## GOVERNMENT

GOVT 2305. Federal Government. (3-0)

(Core required—Government/Political Sciences component)

Surveys the origins and development of the US Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, systems of government, political participation, the media, the national election process, public policy including foreign relations, national defense, fiscal economy policy, and domestic and social policy, civil liberties, and civil rights. Prerequisite: None; however, it is recommended student have sophomore classification or completion of HIST 1301 and HIST 1302. Must have passed the reading section of the THEA or approved alternative test or credit of READ 0302.

GOVT 2306. Texas Government. (3-0)

(Core required—Government/Political Sciences component)

Surveys the origins and development of the current Texas Constitution and its previous constitutions, the amendment process, the structure and powers of state and local government including the Texas legislature, plural executive, and system of laws and courts, federalism and intergovernmental relations, political participation, the election process, public policy and the political culture of Texas. Prerequisite: None; however, it is recommended student have sophomore classification or completion of HIST 1301 and HIST 1302. Must have passed the reading section of the THEA or approved alternative test or credit of READ 0302.

GOVT 2389. Academic Cooperative/Special Topics. (3-0)

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

## HEATING, VENTILATION, AIR CONDITIONING

HART 1301. Basic Electricity for HVAC. (2-2)

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403. Air Conditioning Control Principles. (2-4)

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

HART 1407. Refrigeration Principles. (2-4)

An introduction to the refrigeration cycle, heat transfer theory, temperature/ pressure relationship, refrigerant handling, refrigeration components, and safety.

HART 1441. Residential Air Conditioning. (2-4)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisites: HART 1301 and HART 1407.



HART 1445. Gas and Electric Heating. (2-4)

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisites: HART 1301 and HART 1407.

HART 2331. Advanced Electricity for HVAC. (2-2)

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid state devices. Prerequisites: HART 2334.

HART 2334. Advanced Air Conditioning Controls. (2-2)

Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. Prerequisites: HART 1403 and HART 1407.

HART 2336. Air Conditioning Troubleshooting. (2-2)

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 2458 and HART 2331.

HART 2368. Practicum-Heating, Air Conditioning & Refrigeration Technology/Technician. (1-20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: HART 2334 and HART 2331.

HART 2438. Air Conditioning Installation and Startup. (2-4)

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Prerequisites: HART 1301 and HART 1407.

HART 2445. Residential Air Conditioning Systems Design. (2-4)

Study of the properties of air and results of cooling, heating humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Prerequisites: HART 1301 and HART 1407.

HART 2458. Testing, Adjusting, and Balancing HVAC Systems. (2-4)

A study in the process of checking and adjusting all the building environmental systems to produce the design objectives. Emphasis on efficiency and energy savings. Prerequisites: HART 2438 and HART 2445.

ELPT 2405. Motors and Transformers. (2-4)

Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

## HISTORY

HIST 1301. United States History I. (3-0)

(Core required—History component)

A survey of the history of the United States from its European background through the Reconstruction Era, with emphasis on colonization, the War of Independence, the Jefferson and

Jackson Ages, Westward Movement events leading to and the fighting of the War Between the States, and the Reconstruction Era of 1865-1877. All aspects of history are considered: social, political, economic, military.

HIST 1302. United States History II. (3-0)

(Core required—History component)

A survey of the United States from 1877 to the present, starting with the Hayes administration, emphasizing industrial growth, social changes and reforms and the role of the United States in 20th Century reforms, political trends, international commitments and leadership.

HIST 2301. Texas History. (3-0)

A study of the military, political, social, and economic development of Texas from Spanish Colonial days through the period of Mexican control, the Revolution, the Republic, and the Confederacy to the present day.

HIST 2311. Western Civilization I. (3-0)

A study of the origin and development of various Western cultures and their impact on subsequent history. Emphasis on the Greco-Roman society, early Christianity, and the importance of the Renaissance and the Reformation. This course is designed to give the student historical perspective as well as a basic historical knowledge of the period.

HIST 2312. Western Civilization II. (3-0)

A continuation of HIST 2311 beginning with the "Modern World" (17th century). Special attention to the Enlightenment, the French Revolution and Napoleon, and the importance of the 19th century. The course will emphasize the rise of totalitarianism and the clash of ideologies and importance of World Wars I and II to 20th century thought. Prerequisite: HIST 2311 or approval of the instructor.

HIST 2321. World Civilizations I. (3-0)

A survey of ancient and medieval history with emphasis on Asian, African, and European cultures. The modern history and culture of Asia, Africa, Europe, and the Americas, including recent developments.

HIST 2322. World Civilizations II. (3-0)

Continuation of HIST 2321, World Civilizations I.

HIST 2389. Academic Cooperative. (Special Topics). (3-0)

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

## HUMANITIES

HUMA 1301. Introduction to Humanities I. (3-0)

(Core option—Language, Philosophy & Culture component)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

HUMA 1302. Introduction to Humanities II. (3-0)

(Core option—Language, Philosophy & Culture component)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

## INDUSTRIAL MAINTENANCE

ELMT 1305. Basic Fluid Power. (2-2)

Basic Fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

ELPT 1311. Basic Electrical Theory. (2-2)

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

ELPT 1325. National Electric Code. (3-0)

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 2405. Motors and Transformers. (2-4)

Operation of single-and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Prerequisite: ELPT 1311.

ELPT 2419. Programmable Logic Controllers I. (2-4)

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

INMT 1305. Introduction to Industrial Maintenance. (2-2)

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

INMT 1319. Manufacturing Processes. (2-2)

Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, and process control considerations, casting and injection molding.

INMT 2380. Cooperative Education-Manufacturing Technology/Technician. (1-15)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MCHN 1302. Print Reading for Machining Trades. (2-2)

A study of blueprints for machining trades with emphasis on machine drawings.

MCHN 1320. Precision Tools and Measurement. (2-4)

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

MCHN 1343. Machine Shop Mathematics. (3-0)

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

MCHN 1438. Basic Machine Shop I. (2-4)

A course that introduces the student to machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance. Prerequisite: MCHN 1320.

MCHN 2303. Fundamentals CNC Machine Controls. (2-2)

Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment. Prerequisite: MCHN 1438.

## MATHEMATICS

MATH 0202 Developmental Mathematics (BASE NCBO) (2-0)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course. The course is developmental and will not result in degree or transferable credit.

MATH 0232. Developmental Contemporary Math. (2-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1332.

MATH 0242. Developmental Statistics. (2-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1342.

MATH 0302. Beginning Algebra. (3-3)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. The course is developmental and will not result in degree or transferable credit. Prerequisites: Assignment by appropriate test.

MATH 0309. Intermediate Algebra (NCBO "Bubble"). (3-1)

The course is a non-semester-length developmental education intervention for students two points or less to passing the TSI Assessment to become college ready. The course is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

MATH 0314. Intermediate Algebra. (3-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1314.

MATH 0324. Intermediate Business Pre-Calculus. (3-0)

The course is developmental and will not result in degree or transferable credit. Co-requisite: MATH 1324.

MATH 1314. College Algebra. (3-0)

(Core option—Mathematics component)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisites: Two years high school algebra or permission of instructor.

MATH 1316. Plane Trigonometry. (3-0)

(Core option—Mathematics component)

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or concurrent registration or permission of instructor.

MATH 1324. Mathematics for Business and Social Sciences. (3-0)

(Core option—Mathematics component)

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Meet TSI college readiness standard for mathematics; or equivalent.

MATH 1325. Calculus for Business and Social Sciences. (3-0)

(Core option—Mathematics component)

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for Math 2413, Calculus I. Prerequisite: MATH 1314 College Algebra or MATH 1324 Mathematics for Business and Social Sciences.

MATH 1332 Contemporary Mathematics. (3-0)

(Core option—Mathematics component)

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate application. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

MATH 1342. Elementary Statistical Methods. (3-0)

(Core option—Mathematics component)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

**MATH 1350. Mathematics for Teachers I. (3-0)**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra or the equivalent course work.

**MATH 1351. Mathematics for Teachers II. (3-0)**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra or the equivalent course work.

**MATH 2320. Differential Equations. (3-0)**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real world problems, Prerequisite: MATH 2414 Calculus II.

**MATH 2412. Pre-calculus Math. (3-2)**

(Core option—Mathematics component)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 College Algebra or the equivalent preparation.

**MATH 2413. Calculus I. (3-3)**

(Core option—Mathematics component)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 Pre-Calculus Math or the equivalent preparation.

**MATH 2414. Calculus II. (3-3)**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413 Calculus I

**MATH 2415. Calculus III. (3-3)**

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414 Calculus II

**MUSIC**  
**Ensembles**

MUEN 1131. Brass Ensemble. (1-2)

This brass ensemble provides brass students the opportunity to perform brass literature from several periods of music. Various brass ensembles will be formed from the membership of this organization. Admission is by the consent of the Director. May be taken four times for credit.

MUEN 1134. Guitar Ensemble. (1-2)

This course is designed for the student who has previous guitar experience. This course is an ensemble setting where students will have the opportunity to read and perform various styles of music ranging from the Renaissance to the 20<sup>th</sup> century. Topics discussed will include pedagogical technique as well as reading music notation for beginning to intermediate levels. Admission is by the consent of the Director. May be repeated four times for credit.

MUEN 1151. Women's Chorus. (2-2)

This small women's vocal ensemble performs a wide array of vocal music for female voices. It is open to any female student with previous choir experience or by the consent of the Director.

MUEN 1154. Vocal Ensemble. (2-2)

This small vocal group of mixed voices is selected from members of the choir by audition. The group performs mainly light selections and modern day vocal stylings. The Ensemble is featured on many public performances as a Jazz Chorus and Madrigal Singers.

MUEN 1155. Men's Chorus. (2-2)

This small men's vocal ensemble performs a wide array of vocal music for male voices. It is open to any male student with previous choir experience or by the consent of the Director.

MUEN 1160. Musical Theatre. (1-3)

Examples of small vocal ensembles may include but are not limited to glee club, madrigals, opera/musical theatre, commercial, and folk.

MUEN 2124. Band. (0-6)

This ensemble is designed for the study and performance of a wide variety of band literature, including literature for symphonic wind ensemble, and concert band. It is open to any student with previous band experience or by consent of the Director. May be taken four times for credit.

MUEN 2125. Jazz Laboratory Band. (2-2)

This ensemble provides training in all styles of jazz and dance band performance. Smaller jazz ensembles are drawn from the membership of this organization. Admission is by consent of the Director. May be taken four times for credit.

MUEN 2143. Chorale. (0-6)

This choral ensemble is designed to acquaint members with all types of choral music. The repertoire varies from early sacred and secular music to modern day spirituals and popular music. Open to any student with previous choir experience or by consent of the Director. May be taken four times for credit.

### Theory and Literature

MUSI 1116, 1117. Elem. Sight-Singing and Ear Training. (1-1)

This course includes sight-singing and dictation of intervals and simple melodies in various clefs, and major and minor modes. Must be taken concurrently with MUSI 1311, 1312.

MUSI 1306. Music Appreciation. (3-0)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

MUSI 1307. Music Literature. (single semester) (2-3)

(Core option—Creative Arts component)

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

MUSI 1310. American Popular Music. (3-0)

(Core option—Creative Arts component)

This course is a comprehensive analysis of the development of popular music in American culture from the late 19<sup>th</sup> through the 21<sup>st</sup> centuries. Business, technological, societal and personal aspects of the music will be investigated.

MUSI 1311, 1312. Elementary Harmony. (4-2)

This course correlates the elements of music theory through the use of written and keyboard harmony, sight-singing, dictation, and general ear training. The basic study includes a working knowledge of notation, rhythm, scales, intervals, triads, seventh chords, inversions, and non-harmonic tones. Must be taken concurrently with MUSI 1116, 1117.

MUSI 2116, 2117. Intermed. Sight-Singing & Ear Training. (1-1)

This course includes sight-singing and dictation of intervals and difficult melodies in modes and melodies that modulate. Must be taken concurrently with MUSI 2311, 2312. Prerequisites: MUSI 1116, 1117 or approval of instructor.

MUSI 2311, 2312. Intermediate Harmony. (3-1)

This course gives further study in written and keyboard harmony. It also includes altered chords, modulation to closely related keys, and original compositions in the style of the period under consideration. Must be taken in conjunction with MUSI 2116, 2117. Prerequisite: MUSI 1311, 1312 or consent of the instructor.

## Applied Music

Principal Instruments. (1-1)

MUAP 1202, 1203, 2204, 2205. Violin.

MUAP 1205, 1206, 2207, 2208. Viola.

MUAP 1213, 1214, 2213, 2214. Bass.

MUAP 1217, 1218, 2219, 2220. Flute.

MUAP 1221, 1222, 2223, 2224. Oboe.

MUAP 1225, 1226, 2227, 2228. Bassoon.

MUAP 1229, 1230, 2231, 2232. Clarinet.

MUAP 1233, 1234, 2235, 2236. Saxophone.

MUAP 1237, 1238, 2239, 2240. Trumpet/Cornet.

MUAP 1241, 1242, 2243, 2244. Horn.



MUAP 1245, 1246, 2247, 2248. Trombone.  
MUAP 1249, 1250, 2251, 2252. Euphonium/Baritone.  
MUAP 1253, 1254, 2255, 2256. Tuba.  
MUAP 1257, 1258, 2259, 2260. Percussion.  
MUAP 1261, 1262, 2263, 2264. Guitar.  
MUAP 1269, 1270, 2271, 2272. Piano.  
MUAP 1281, 1282, 2283, 2284. Voice.

Designed for the music major to develop proficiency on his/her chosen principal instrument (or voice). Technical, tonal, and interpretative ability is stressed. Materials used are commensurate with the student's ability. Performance on a minimum of one student recital or jury each semester is required. One 1 hour lesson per week is required. Fee charged.

#### Secondary Instruments. (1-1)

MUAP 1102, 1103, 2104, 2105. Violin.  
MUAP 1105, 1106, 2107, 2108. Viola.  
MUAP 1113, 1114, 2113, 2114. Bass.  
MUAP 1117, 1118, 2119, 2120. Flute.  
MUAP 1121, 1122, 2123, 2124. Oboe.  
MUAP 1125, 1126, 2127, 2128. Bassoon.  
MUAP 1129, 1130, 2131, 2132. Clarinet.  
MUAP 1133, 1134, 2135, 2136. Saxophone.  
MUAP 1137, 1138, 2139, 2140. Trumpet/Cornet.  
MUAP 1141, 1142, 2143, 2144. Horn.  
MUAP 1145, 1146, 2147, 2148. Trombone.  
MUAP 1149, 1150, 2151, 2152. Euphonium/Baritone.  
MUAP 1153, 1154, 2155, 2156. Tuba.  
MUAP 1157, 1158, 2159, 2160. Percussion.  
MUAP 1161, 1162, 2163, 2164. Guitar.  
MUAP 1169, 1170, 2171, 2172. Piano.  
MUAP 1181, 1182, 2183, 2184. Voice.

Designed for the non-music major wishing to improve his/her ability on a certain instrument (or voice), or for the music major in partial fulfillment of the secondary instrument requirement. Performances on a minimum of one student recital or jury each semester is required. One ½ hour lesson per week is required. Fee charged.

MUSI 1160. Italian Diction. (1-0)

MUSI 1161. English Diction. (1-0)

MUSI 2160. German Diction. (1-0)

MUSI 2161. French Diction. (1-0)

Study of phonetic sounds of the English, French, German, or Italian languages to promote the ability to sing in those languages.

MUSI 1181, 1182, 2181, 2182. Class Piano. (1-2)

This course is organized for the student with no knowledge (or limited knowledge) of the keyboard and music reading. It is open to all students and meets for one hour of class instruction per week. Fee charged.

MUSI 1183. Class Voice. (1-2)

Class instruction in the fundamentals of correct breathing, tone, production and diction. Laboratory course designed for students with little or no previous voice training to aid in developing a pleasing tone quality produced with ease and proper enunciation. Fee charged.

MUSI 1192. Class Guitar. (1-2)

This course is designed for the complete beginner to guitar and reading music notation. Topics discussed will include fundamentals in guitar technique and basic music reading skills in first position on the guitar. This course is a class setting and a guitar may be provided and meets for one hour per week. Fee charged.

## NURSING

### A.D.N. (RN) PROGRAMS

RNSG 1160. Clinical-Nursing-Registered Nurse Training. (0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Introductory level.

RNSG 1260. Clinical-Nursing-Registered Nurse Training. (0-8)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Transition course.

RNSG 1261. Clinical-Nursing-Registered Nurse Training. (0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Intermediate level.

RNSG 1301. Pharmacology. (3-0)

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Pre-requisite for ADN Program

RNSG 1327. Transition from Vocational to Professional Nursing. (3-1)

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach.

RNSG 1343 Complex Concepts of Adult Health. (2-4)

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Intermediate level course.

RNSG 1412 Nursing Care of Child Bearing and Child Rearing Families. (2-6)

Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 1417. Concepts of Nursing Practice I for Articulating Students. (3-7)

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Transition course

RNSG 1441 Common Concepts of Adult Health. (2-6)

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 1513. Foundations for Nursing Practice. (4-4)

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

RNSG 2201. Care of Children and Families. (2-0)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Intermediate level course.

RNSG 2213. Mental Health Nursing. (1-3)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. This course lends itself to a blocked approach. Intermediate level course.

RNSG 2261. Clinical-Nursing-Registered Nurse Training. (0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Intermediate level.

RNSG 2262. Clinical-Advanced-Registered Nursing Training. (0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. \*\* Imbedded in this clinical experience is a capstone experience consisting of a

concentrated clinical where the student will be expected to progress from the care of one patient to managing clinical aspects for up to half of the assigned RN's patient care assignment. Successful completion of this clinical includes a positive clinical evaluation of this segment of the clinical experience by both the assigned RN and the Clinical Instructor.

#### RNSG 2331 Advanced Concepts of Adult Health. (2-3)

Application of advanced concepts and skills for the development of the professional nurse's roles in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Advanced level course.

### VOCATIONAL NURSING

#### HITT 1305. Medical Terminology. (3-0)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms; analyze medical terms; translate abbreviations; and interpret symbols.

#### VNSG 1216. Nutrition. (2-0)

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. Identify the basic nutrients; discuss the role of nutrients in growth and development and health maintenance; and identify diet therapy associated with disease processes.

#### VNSG 1219 Leadership and Professional Development. (2-0)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

#### VNSG 1222 Vocational Nursing Concepts. (2-0)

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

#### VNSG 1330. Maternal-Neonatal Nursing. (3-0)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process.

#### VNSG 1331. Pharmacology. (3-0)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing intervention utilizing the nursing process. Designed to acquaint the student to the

utilization of the nursing process in meeting health care needs of the patient receiving drug therapy.

VNSG 1334. Pediatrics. (3-0)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

VNSG 1360. Clinical I Practical Nurse (LPN Training). (0-15)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external experiences. Course may be repeated if the topics and learning outcomes vary. This course includes supervised clinical experience offering laboratory practice in the development of basic nursing skills and introduction to the disease process. Special emphasis is placed on the geriatric patient and the problems unique to that age group.

VNSG 1461. Clinical II Practical Nursing (LPN Training). (0-18.75)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training, and work based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course includes supervised offering students laboratory practice in the nursing care of adult advanced medical or surgical patient and/or the obstetric, pediatric and new patients. Exposure to various allied health fields is included. The administration of medications begins this semester.

VNSG 1462. Clinical III Practical Nursing (LPN Training). (0-18.75)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training, and work based experience, and direct patient/client care generally at clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning objectives vary. This course includes supervised clinical experiences offering students laboratory practice in nursing care of the adult and of the advanced medical or surgical patient and/or the obstetric, pediatric and newborn patients. Exposure to various allied health fields is included.

VNSG 1500. Nursing In Health and Illness I. (4-4)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Designed to acquaint the student to the nursing process, the technical skills, and concepts which cover all areas of the curriculum. This will also include dosage calculation. Provides the student practice in the clinical skills lab.

VNSG 1509. Nursing In Allied Health and Illness II. (5-0)

Introduction to health problems requiring medical and surgical interventions. Compare and contrast normal physiology of body systems to pathologic variations in the patient with medical-surgical health problems; evaluate and treat patients with medical-surgical health problems using the nursing process including nutrition, pharmacological therapy, and principles of safety.

VNSG 2510. Nursing In Health and Illness III. (5-0)

Continuation of nursing in Health and Illness II. Further study of common medical-surgical problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. This course provides further study of the adult with health deviations including preventative, therapeutic, and rehabilitative aspects.

## OFFICE ADMINISTRATION TECHNOLOGY

ITSC 1309. Integrated Software Applications I. (2-4)

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSW 2334. Advanced Spreadsheets. (2-4)

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

MRMT 1307. Medical Transcription I. (2-4)

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 and ITSW 1301 or consent of the instructor.

POFI 1349. Introduction to Spreadsheets. (2-4)

Instruction in the concepts, procedures, and application of electronic spreadsheets. Importance of electronic spreadsheets.

POFI 2331. Desktop Publishing. (2-4)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: ITSW 1301 or consent of the instructor.

POFI 2340. Advanced Word Processing. (2-4)

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

POFI 2401. Introduction to Word Processing. (2-4)

An overview of the production of documents, tables, and graphics.

POFI 2340. Advanced Word Processing. (2-4)

Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisite: ITSW 1301 or consent of the instructor.

POFM 1300. Basic Medical Coding. (2-4)

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

POFM 1302. Medical Software Applications. (2-4)

Medical software applications for the management and operation of health care information systems.

POFM 1317. Medical Administrative Support. (2-4)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. Prerequisite: POFT 1329 and ITSW 1301 or consent of the instructor.

POFM 1327. Medical Insurance. (2-4)

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

POFM 1380. Cooperative Education - Medical Admin./Executive Asst./Medical Secretary. (1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

POFM 1381. Cooperative Education - Medical Admin./Executive Asst./Medical Secretary. (1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

POFT 1220. Job Search Skills. (2-1)

Skills to seek and obtain employment in business and industry.

POFT 1307. Proofreading and Editing. (3-0)

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

POFT 1309. Administrative Office Procedures I. (2-4)

Study of current office procedures, duties, and responsibilities applicable to an office environment.

POFT 1313. Professional Workforce Preparation. (2-4)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT 1319. Records and Information Management I. (3-0)

Introduction to basic records information management filing systems including manual and electronic filing.

POFT 1321. Business Math. (2-4)

Fundamentals of business mathematics including analytical and critical thinking skills.

POFT 1328. Business Presentations. (2-4)

Skill development in planning and conducting business presentations including communication and media skills. This course is designed to be repeated multiple times to improve student proficiency.

POFT 1329. Beginning Keyboarding. (2-4)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1349. Administrative Office Procedures II. (2-4)

In depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1309 or consent of the instructor.

POFT 1359. Records and Information Management II. (2-4)

Evaluation of filing systems and equipment; and maintenance of database records according to information management theory.

POFT 1380. Cooperative Education – Admin. Asst./Secretarial Science, General. (1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

POFT 1381. Cooperative Education – Admin. Asst./Secretarial Science, General. (1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

POFT 2301. Intermediate Keyboarding. (2-4)

A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Prerequisite: POFT 1329 or consent of the instructor.

POFT 2312. Business Correspondence & Communications. (2-4)

Development of writing and presentation skills to produce effective business communications.

## PHILOSOPHY

PHIL 1301. Introduction to Philosophy. (3-0)

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.



## PHYSICAL ACTIVITY AND HEALTH/KINESIOLOGY

### PHED 1101, 1131, 2101, 2131. Aerobics. (0-3)

The aerobic exercise class places emphasis on aerobic conditioning as well as the development of strength, flexibility, and endurance. It will include a program of low impact aerobics for the development of cardiovascular endurance, toning exercises for specific muscle groups, and flexibility exercises.

### PHED 1102, 1132, 2102, 2132. Basketball/Soccer. (0-3)

Instruction, practice and participation in the rules, strategies and techniques of basketball and soccer.

### PHED 1103, 1133, 2103, 2133. Weight Lifting. (0-3)

Instruction on proper technique and practice in the use of weights through mostly isotonic and some isometric devices.

### PHED 1104, 1134, 2104, 2134. Volleyball. (0-3)

Demonstration, practice and participation in the basic skills of volleyball.

### PHED 1105, 1135, 2105, 2135. Basketball. (0-3)

Co-ed. instruction, practice, participation in the rules, strategies and techniques of basketball.

### PHED 1106, 1136, 2106, 2136. Varsity Athletics. (0-3)

Participation in the sport activity of men's and women's basketball, men's baseball, women's softball, women's volleyball, golf, dance, or rodeo.

### PHED 1107, 1137, 2107, 2137. Dance & Rhythmic Activities. (0-3)

Practice and participation in dance and rhythmic routines.

### PHED 1108, 1138, 2108, 2138. Intro. to Wellness/Fitness. (0-3)

Introduces the basic exercise and approach to wellness, perform a fitness appraisal and write and apply a wellness program.

### PHED 1110, 1130, 2110, 2130. Walking/Jogging. (0-3)

Introduces the basics of walking and jogging, also practices the basics of exercise and wellness.

### PHED 1111, 1141, 2111, 2141. P.E. Golf. (0-3)

Instruction, practice, participation in the rules, strategies and techniques of golf.

### PHED 1113, 1129, 2113, 2129. Athletic Training. (0-3)

Course includes instruction and participation in physical and recreational activities with special emphasis on the basic skills and knowledge to be successful as a student athletic trainer.

### PHED 1114, 1124, 2114, 2124. Archery. (0-3)

Instruction on proper technique and safety rules of shooting archery equipment.

### PHED 1115, 1145, 2115, 2145. Bowling. (0-3)

Demonstration, practice and participation in the basic skills and rules of bowling.

PHED 1116, 1146, 2116, 2146. Roller Skating. (0-3)

Demonstration, practice and participation in the basic skills of roller skating.

PHED 1117, 1147, 2117, 2147. P.E. Tennis. (0-3)

Demonstration, practice and participation in the basic skills of tennis.

PHED 1120, 1150, 2120, 2150. Swimming for Conditioning. (0-3)

Emphasizes a series of continuous exercises and workouts done in the water that develop muscular strength, flexibility, and aerobic fitness.

PHED 1121. Swimming, Beginning. (For Non-Swimmers) (0-3)

Introduces basic swimming skills to the non-swimmer such as front crawl, elementary backstroke, breathing control, basic floating, water safety and artificial resuscitation.

PHED 1122, 1152, 2122, 2152. Ultimate Frisbee. (0-3)

Coed instruction, practice, participation in the rules, strategies and techniques of ultimate Frisbee.

PHED 1123, 1153, 2123, 2153. Flag Football. (0-3)

Demonstration, practice and participation in the game and basic skills of flag football.

PHED 1125, 1155, 2125, 2155. Zumba. (0-3)

Instruction and participation in a fitness program which involves dance and aerobic elements.

PHED 1126, 1156, 2126, 2159. Body Stretching and Sculpting. (0-3)

The body stretching and sculpting class places emphasis on development of flexibility, endurance, and strength. It will include a program of toning exercise for specific muscle groups, and flexibility exercises.

PHED 1127, 1157, 2127, 2157. Badminton. (0-3)

Demonstration, practice and participation in the basic skills of badminton.

PHED 1128, 1158, 2128, 2158. Tai Chi. (0-3)

An exercise class that places emphasis on Tai Chi conditioning as well as the development of core strengthening, cardio respiratory training, posture, balance and movement. It will include low impact movements for the development of correct techniques and strategies of Tai Chi.

PHED 2121. Advanced Swimming. (0-3)

Advanced swimming and skill development.

PHED 1301. Foundations of Kinesiology. (3-0)

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

PHED 1304. Personal/Community Health. (3-0)

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This

course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

**PHED 1306. First Aid. (3-0)**

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency (Red Cross). Open as a service course to all departments.

**PHED 1308. Sports Officiating. (3-1)**

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

**PHED 1321. Coaching/Sports/Athletics. (3-1)**

Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

**PHED 1338. Concepts of Physical Fitness. (3-3)**

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

**PHED 1346. Drug Use and Abuse. (3-0)**

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

**PHED 2121. Advanced Swimming. (0-3)**

Advanced swimming and skill development.

**PHED 2356. Care and Prevention of Athletic Injuries. (3-0)**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

## PHYSICS

**PHYS 1401. College Physics I. (3-3)**

(Core option—Life & Physical Sciences component)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Co-requisite: Student must also enroll in lab for the course: PHYS 1101. Prerequisites: MATH 1314 College Algebra and MATH 1316 Plane Trigonometry or MATH 2412 Pre-Calculus Math.

**PHYS 1402. College Physics II. (3-3)**

(Core option—Life & Physical Sciences component)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Co-requisite: Student must also enroll in lab for the course: PHYS 1102. Prerequisite: PHYS 1401 College Physics

PHYS 1403. Stars and Galaxies. (3-3)

(Core option—Life & Physical Sciences component)

Study of stars, galaxies, and the universe outside our solar system. Co-requisite: Student must also enroll in lab for the course: PHYS 1103

PHYS 1404. Solar System. (3-3)

(Core option—Life & Physical Sciences component)

Study of the sun and its solar system, including its origin. Co-requisite: Student must also enroll in lab for the course: PHYS 1104

PHYS 2425. University Physics I. (3-3)

(Core option—Life & Physical Sciences component)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Co-requisite: Student must also enroll in lab for the course: PHYS 2125. Prerequisite: MATH 2413 Calculus I

PHYS 2426. University Physics II. (3-3)

(Core option—Life & Physical Sciences component)

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Co-requisite: Student must also enroll in lab for the course: PHYS 2126. Prerequisite: PHYS 2425 University Physics I and MATH 2414 Calculus II

## PSYCHOLOGY

PSYC 1100. Learning Framework. (1-0)

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

PSYC 1300. Learning Framework. (3-0)

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their

own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300); Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc.-as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.)

PSYC 2301. General Psychology. (3-0)

(Core option—Social and Behavioral Sciences component)

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2306. Human Sexuality. (3-0)

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives—biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues of the classroom. (Cross-listed as SOCI 2306)

PSYC 2308. Child Psychology. (3-0)

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

PSYC 2314. Lifespan Growth and Development. (3-0)

(Core option—Social and Behavioral Sciences component)

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315. Psychology of Adjustment. (3-0)

Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2317. Statistical Methods in Psychology. (3-0)

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

PSYC 2319. Social Psychology. (3-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326)

PSYC 2320. Abnormal Psychology. (3-0)

This course provides an introduction to the psychological, biological, and socio-cultural factors involved in the development, diagnosis, and treatment of psychological disorders. It includes a review of the historical understanding of abnormal behavior and the development of modern

diagnostic systems. It includes discussion of psychological research and practice as it relates to mental health and psychological functioning, as well as legal and ethical issues. (PSYC 2320 is included in the Psychology Field of Study.) Prerequisite: PSYC 2301 General Psychology

PSYC 2389. Academic Co-Operative Leadership. (3-0)

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

## READING

INRW 0302. Integrated Reading/Writing I. (3-3)

Integration of critical reading and academic writing skills and will serve as the entry point for students who are not TSIA met in Reading and/or Writing. Successful completion of this course will allow students to enroll in INRW 0303 and a co-requisite credit course.

INRW 0303. Integrated Reading/Writing II. (3-3)

Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

READ 0101. Reading Success Camp.

Development of reading and higher order thinking skills necessary for college readiness.

READ 0102. Reading Dev. Ed. (BASE NCBO). (1-0)

Development of reading and higher order thinking skills necessary for college readiness. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: •as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental reading course, or •as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

## SOCIAL WORK

SOCW 2361. Introduction to Social Work. (3-0)

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW 2362. Social Welfare as a Social Institution. (3-0)

Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

SOCW 2389. Academic Cooperative. (2-3)

A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The academic cooperative is not a social work skills-based practice experience, but instead, an observational volunteer experience. The course must include a minimum of 80 contact hours (48

hours in a social service setting). (SOCW 2389 is included in the Social Work Field of Study.)  
Prerequisite: SOCW 2361 Introduction to Social Work

## SOCIOLOGY

SOCI 1301. Introductory Sociology. (3-0)

(Core option—Social and Behavioral Sciences component)

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

SOCI 1306. Social Problems. (3-0)

(Core option—Social and Behavioral Sciences component)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301. Marriage and the Family. (3-0)

(Core option—Social and Behavioral Sciences component)

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2306. Human Sexuality. (3-0)

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306)

SOCI 2319. Minority Studies. (3-0)

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

SOCI 2326. Social Psychology. (3-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as PSYC 2319)

SOCI 2340. Drug Use & Abuse. (3-0)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

SOCI 2389. Academic Cooperative. (3-0)

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

## SPANISH

SPAN 1411. Elementary Spanish. (Spanish Level I) (3-2)

A course covering the essentials of Spanish (pronunciation, basic vocabulary, functional grammar, sentence structure, inflections, and common idioms) with stress on reading, understanding, writing, and speaking.

SPAN 1412. Elementary Spanish. (Spanish Level II) (3-2)

Continuation of SPAN 1411. Prerequisite: SPAN 1411 or equivalent or one year of high school Spanish or consent of the instructor.

SPAN 2311. Intermediate Spanish. (Spanish Level III) (3-0)

(Core option—Language, Philosophy & Culture component)

A study of Spanish grammar and verb tenses with conversation, readings, vocabulary study, and some original compositions. Prerequisite: SPAN 1411 and SPAN 1412 or equivalent or two years of high school Spanish or consent of the instructor.

SPAN 2312. Intermediate Spanish. (Spanish Level IV) (3-0)

(Core option—Language, Philosophy & Culture component)

Continuation of SPAN 2311. Prerequisite: SPAN 2311 or equivalent or consent of the instructor.

SPAN 2389. Academic Cooperative. (3-0)

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature.

## SPEECH/COMMUNICATIONS

COMM 1307. Introduction to Mass Communication. (3-0)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

COMM 2305. Editing and Layout. (3-3)

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2330. Introduction to Public Relations. (3-0)

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.



SPCH 1311. Introduction to Speech Communications. (3-0)  
Theories and practice of communication in interpersonal, small group, and public speech.

SPCH 1315. Public Speaking. (3-0)  
(Core required—Component Area Option component)  
This is a practical course in public speaking, employing oral assignments demonstrating the ability to choose a topic, do research, organize a speech, and deliver it with maximum control over stage fright. Students prepare and deliver a minimum of four speeches, followed by critiques.

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

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

SPCH 1342. Voice and Diction. (3-0)  
A course designed to improve the voice by evaluation of individual student speech habits and extensive work to correct deficiencies. Analysis will include volume, quality, pitch, rate, vocal variety, articulation, and pronunciation. A study of physiology of vocalization, including breath control, the larynx, resonance, and the articulation system, will be demonstrated by class exercises. Thorough practice with The International Phonetic Alphabet will be augmented by dictionary studies, work lists and oral readings.

SPCH 2333. Discussion and Small Group Communication. (3-0)  
Discussion and small group theory and practice as they relate to group process and interaction.

SPCH 2335. Argumentation and Debate. (3-0)  
This course consists of the study of theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation as applied to college forensics and debate. Application is made to current topics.

SPCH 2341. Oral Interpretation. (3-0)  
This is a first course in interpretation and designed to enable students to better communicate the written page to an audience. Through lectures and student performances, one should learn to choose selections, prepare them for presentation, adapt them to a time limit, and learn the fine points of delivery including pauses, intensity, range, pronunciation, and emotional quality.

## WELDING

MCHN 1302. Print Reading for Machining Trades. (2-2)  
A study of blueprints for machining trades with emphasis on machine drawings.

MCHN 1320. Precision Tools and Measurement. (2-4)

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

MCHN 1343. Machine Shop Mathematics. (3-0)

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

MCHN 1438. Basic Machine Shop I. (2-4)

A course that introduces the student machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

MCHN 2303. Fundamentals of Computer Numerical Controlled (CNC) Machine Controls. (2-2)

Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment.

WLDG 1323. Welding Safety, Tools, and Equipment. (3-0)

An introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act, Material Safety Data Sheets (MODS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, electrodes, symbols, and blueprint.

WLDG 1327. Welding Codes. (2-2)

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive testing methods.

WLDG 1337. Introduction to Metallurgy. (3-0)

A study of ferrous and non-ferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machine ability, and ductility.

WLDG 1380, 1381. Cooperative Education - Welder/Welding Tech. (1-20)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to the technical discipline, specific learning objectives guide the student through the work experience.

WLDG 1391. Special Topics in Welding/Welding Technologist. (1-5)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

WLDG 1408. Metal Sculpture. (2-4)

Techniques and methods of oxy-acetylene and electric welding and cutting to produce metal sculptures. Skill development in material forming, welding, brazing, and finishing techniques. Includes work ethics, artistic styles, and professionalism.

WLDG 1412. Introduction to Flux Cored Arc Welding (FCAW). (2-4)

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FLAW) equipment.

WLDG 1413. Introduction to Blueprint Reading for Welders. (2-4)

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1417. Introduction to Layout and Fabrication. (2-4)

A fundamental course in the layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1421. Welding Fundamentals. (2-4)

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1428. Introduction to Shielded Metal Arc Welding (SMAW). (2-4)

An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welding in various positions.

WLDG 1430. Introduction to Gas Metal Arc Welding (GMAW). (2-4)

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction on various joint designs.

WLDG 1434. Introduction to Gas Tungsten Arc Welding (GTAW). (2-4)

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of the GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint design.

WLDG 1435. Introduction to Pipe Welding. (2-4)

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 1G and 2G using various electrodes. Prerequisite: WLDG 1457 or concurrent enrollment or consent of the instructor.

WLDG 1453. Intermediate Layout and Fabrication. (2-4)

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

WLDG 1457. Intermediate Shielded Metal Arc Welding (SMAW). (2-4)

A study of the production of various fillet and groove welds. Preparation of specimens testing in all positions. Prerequisite: WLDG 1428 or concurrent enrollment or consent of the instructor.

WLDG 2380, 2381. Cooperative Education - Welder/Welding Technologist. (1-20)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to the technical discipline, specific learning objectives guide the student through the work experience.

WLDG 2406. Intermediate Pipe Welding. (2-4)

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: WLDG 1435 or concurrent enrollment or consent of the instructor.

WLDG 2413. Welding Using Multiple Processes. (2-4)

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes; oxy-fuel cutting and welding, shielded metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding, or any other approved welding procedures. Prerequisite: WLDG 1430 and WLDG 1434 and WLDG 1457 or consent of the instructor.

WLDG 2432. Welding Automation. (2-4)

Overview of automated welding and cutting applications. Special emphasis on safe use and operation of equipment. Prerequisite: WLDG 1413 and WLDG 1430 or concurrent enrollment or consent of the instructor.

WLDG 2435. Advanced Layout and Fabrication. (2-4)

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.

WLDG 2443. Advanced Shield Metal Arc Welding (SMAW). (2-4)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: WLDG 1457 or consent of the instructor.

WLDG 2447. Advanced Gas Metal Arc Welding (GMAW). (2-4)

Advanced topics Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

WLDG 2451. Advanced Gas Tungsten Arc Welding (GTAW). (2-4)

Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434 or consent of the instructor.

WLDG 2453. Advanced Pipe Welding. (2-4)

Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics may include electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 5G and 6G using various electrodes. Prerequisite: WLDG 2406 or permission of the instructor.

## ORGANIZATION

The following individuals represent more than 70 years of dedicated service to education in Central Texas:

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## FACULTY

A directory of all faculty can be viewed at <https://www.hillcollege.edu/Directory/index.html>

### CONTACT INFORMATION

Burleson Center – (817) 295-7392  
Hill County Campus – (254) 659-7500  
Johnson County Campus – (817) 760-5500

### DEPARTMENT CONTACT INFORMATION

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**STUDENT INFORMATION SERVICES**

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