



# 2016-2017 COLLEGE CATALOG

*Founded in 1908, with campuses in Muskogee and Warner, Connors State College  
is governed by the Oklahoma A & M Board of Regents with the mission of building futures  
one at a time as we promote excellence in our community and the global society.*

**CONNORSSTATE.EDU**

**MAIN CAMPUS**  
**700 COLLEGE ROAD | WARNER OK 74469 | (918) 463-2931**

**THREE RIVERS PORT CAMPUS**  
**2501 N 41<sup>ST</sup> ST E | MUSKOGEE OK 74403 | (918) 684-5471**



# PRESIDENT'S MESSAGE



Welcome to Connors!

Connors State College has a long history of providing the people of eastern Oklahoma with access to higher education. Since seating its first class of 17 students in 1908, the institution has grown into a comprehensive, multi-campus, two-year college that enrolls more than 3,000 students annually.

No matter your higher education goals, Connors State College can fill the gap. From earning an associate degree to transferring to a four-year institution, Connors can provide two years of “basics” that will transfer to nearly any degree program.

Whether you are looking for a traditional college experience or one that allows you to earn a degree on your own time, our two campuses offer the best of both worlds. The Warner Campus houses our traditional students, athletics and agricultural programs – and is the virtual hub of all operations. The Three Rivers Port Campus in Muskogee is ideal for students who commute, and is home to our outstanding Nursing and Allied Health programs – some of the best in Oklahoma!

At Connors State College, you will find faculty and staff who are dedicated to helping you achieve your educational goals. Our alumni routinely tell us that Connors truly made a difference in their lives, and that the lessons they learned here helped to propel them to bigger achievements.

As a product of this great institution, I wholeheartedly echo these sentiments.

Thank you for your interest in CSC, and “Go Cowboys!”

Dr. Ron Ramming, Interim President



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# THE COLLEGE

## LOCATION

Connors State College has two campus locations. The main campus is in Warner; a rural, agricultural community located at the junction of United States Highway 64 and Interstate 40 in Eastern Oklahoma.

The branch campus location is located 18 miles northeast of Warner in Muskogee, a port city of 38,000 that serves as a regional market on the McClellan-Kerr Arkansas River navigation system. The Muskogee Three Rivers Port campus is located at 2501 North 41<sup>st</sup> Street East.

## HISTORY

Connors State School of Agriculture came into existence in 1908. The State Board of Agriculture was the school's governing board and the school was named after the Board's first chairman, John P. Connors. Classes were first held in downtown Warner in 1909. In 1911, the present Classroom Building was constructed and the school moved to its present location, one mile west of Warner. Connors State Agricultural College became a fully accredited junior college in 1927. The State Board of Agriculture governed Connors until 1944. That year the Legislature created the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. This Board then became the governing board of Connors State Agricultural College. In 1967, the Oklahoma Legislature changed Connors' name to Connors State College of Agriculture and Applied Science. The College's name was changed again by the Oklahoma Legislature in 2002 to Connors State College.

In 1977, Connors began regularly offering off-campus, extension courses in Muskogee at various public school locations. In 1985 classes were moved downtown to the Holly Building at 4<sup>th</sup> and Broadway. In 1986 Connors purchased the Holly Building, renovating it in 1989. In 1988, Muskogee became a branch campus offering resident college credit courses and programs. Connors received title to the C.N. Haskell Building located at 2<sup>nd</sup> and Court Streets in downtown Muskogee in 1992. In 1993, the downtown Muskogee campus was moved from the Holly Building to the Haskell Building.

In, 1994, Connors acquired 42 acres of land in the northeastern section of Muskogee for the construction of a classroom/science facility. The Three Rivers Port Campus opened for classes in 1996.

In 1993, Connors also received title to a 1,316 acre ranch site located five miles south of the Warner campus. The South Ranch contains farmland, wetlands, and wildlife habitat.

## MISSION

Connors State College is committed to building futures one at a time as we promote excellence in our community and the global society.

We accomplish our mission by exemplifying the functions of a two-year or community college in Oklahoma as defined by the Oklahoma State Regents for Higher Education (OSRHE). These functions include:

- Provide general education for all students.
- Provide education in several basic fields of study for those students who plan to transfer to a College and complete a baccalaureate degree.
- Provide one-and two-year programs of technical and occupational education to prepare individuals to enter the labor market.

- Provide programs of remedial and developmental education for those whose previous education may not have prepared them for college.
- Provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity.
- Carry out programs of institutional research designed to improve the institutions' efficiency and effectiveness of operation.
- Participate in programs of economic development independently or with universities to meet the needs of each institution's geographic service area.

## VISION

Connors State College serves its employees, students, communities and stakeholders by operating within the following Values:

- Integrity – Connors State College cultivates an environment defined by the highest ethical standards characterized by honesty, respect, fairness, adherence to shared values, accountable stewardship, and the free exchange of ideas.
- Quality – Connors State College sets high standards of individual excellence to ensure responsive and challenging learning opportunities for the communities we serve.
- Service – At Connors State College, we elevate and value the wellbeing of others, providing a safe campus community and opportunities to serve the needs of our students, faculty, staff, alumni community, state, and nation.
- Inclusivity – Acknowledging that diversity enriches our intellectual and professional community, Connors State College actively promotes diversity and inclusion, so that everyone feels recognized, welcomed, and respected in our college community.
- Excellence – Connors State College encourages excellence by creating high expectations for achievement through building our legacy and providing rigorous and lifelong learning opportunities.

## FACILITIES – WARNER

**A.D. Stone Student Union (1963)**—Originally constructed in 1963, the Student Union underwent a \$9 million remodel in 2015. The Union includes a cafeteria, ballroom, Regents Conference Room. The Student Activities are housed in the Union.

**Administration Building (1936)**—Built originally as a shop building and completely renovated in 1980, this native stone structure houses the offices of the Vice-President for Fiscal Services, Business Office, and office of the Director of Institutional Technology and Institutional Research.

**Beef Testing Center (1962)**—Each year state and area breeders consign young beef bulls to the Center. Two performance tests are conducted annually with approximately 90 bulls in each test. Agriculture students conduct semi-annual bull sales following the completion of the tests. This program provides educational and applied research opportunities for students in the College's agriculture program.

**Biff Thompson Baseball Field**—The field is located south of the Education Building. The lighted facility includes an indoor batting cage and clubhouse.

**Campus Farm**—The farm encompasses 404 acres used primarily as field laboratories to supplement classroom instruction in the College's agriculture programs. The College also owns herds of beef cattle, sheep and swine. These herds provide hands-on experiences in animal evaluation, production, breeding management, and

feeding. Pasture development and management activities correlate with the livestock operations.

**Carl Westbrook Library Learning Center (1985)**—Named after the College's eleventh president, The LLC houses the Library, Office of Graphic Design and Publications, Office of the President, 150 seat Library Auditorium, and one distance learning classroom.

**Classroom Building (1912)**—The Classroom Building is the oldest building in continuous use at CSC. Completely renovated in 1963, the three-story building provides space for business, computer, social science, communications, agriculture, and math classes as well as space for faculty offices and labs.

**Education Building (1963)**—This two-story building houses three distance learning classrooms, multimedia equipped classrooms, biology laboratories, the newly renovated chemistry and microbiology laboratory, the physical science laboratory, and faculty offices for agriculture, mathematics, science, and some social science instructors.

**Equine Facilities (1980)**—Facilities include three barns with 52 stalls for students to house their assigned horses and training equipment. Training facilities also include a 150'x 300' outdoor arena, five round pens and a 100'x 250' indoor arena.

**Fine Arts Building (1938)**—Built originally as a physical education facility, this building was remodeled in 1975 includes a 600-seat auditorium, classrooms, and faculty offices.

**Anna B. Gatlin Hall (1999)**—This two-story, neoclassic building was originally a women's dormitory housing 80 women during the academic year and housing camps during the summer. In 2006-2007 the building was converted into a "One Stop Enrollment Center" for the Warner Campus. The offices of Sr. Vice-President for Academic and Student Affairs, Director of Campus Life, Registrar, Admissions, Institutional Advancement, Bursar, Financial Aid, Recruitment, Human Resources, advising, cashier, recruitment, Student Support Services (TRIO), and technology support are located in Gatlin Hall.

**Harding Ranch/Research Station (1993)**—The 1,316 acre ranch is located five miles south of the Warner Campus. It contains farmland, wetlands and wildlife habitat. The ranch functions as a laboratory for agriculture and science programs as well as serving as the site for Connors' Summer Science Academy activities.

**Holloway Hall (1930)**—The first floor of two-story Holloway Hall has served in many capacities, including housing the offices of the Vice President for Student Services, the art laboratory, student apartments, and offices for rent. It is currently occupied by Campus Security, the Connors Success Center, Veteran Student Lounge, Connors Book Store, health services, and rental offices.

**Horticulture Teaching Complex--** The Horticulture Teaching Complex provides students the opportunity for hands-on learning in a wide variety of introductory horticulture subjects including plant propagation, greenhouse management, commercial plant production, residential landscape design and management, turf grass management, floral design, woody plant and herbaceous plant identification, horticulture sales management and promotions and interior scaping. Facilities include (2) 36'X 50' teaching greenhouses, a horticulture lab classroom and a walk-in cooler for bulb production and cut flowers. Demonstration beds for student experience include vegetable, herb, perennial, herbaceous, succulent, and tropical beds. Cold frames and temporary shade houses are also utilized for student learning.

**McClarren Hall (1963)**—Extensively remodeled in 1989, this three-story dormitory has served to house 150 students and includes living

quarters for a dorm parent. This Hall provides summer camp housing.

**Melvin Self Field House (1967)**—Named after Connors' tenth president, the Field House has basketball and volleyball courts and spectator seating capacity of over 1,100 persons. It contains classrooms, hospitality room, and faculty offices for coaches. In 1982, an addition to the Field House included a multi-purpose room, fitness center, and additional office space. In 2000 it was upgraded again with new bleachers, a new concession stand and new restrooms.

**Miller's Crossing (2002)**—Opened in time for the 2002 fall semester, this four-plex and double occupancy housing complex provides the convenience and services of an apartment community including swimming pool, computer and study room, Laundromat, cable television access, Internet access and phone service. Both married and single students may live in the complex.

**Shooting Sports Complex**—The CSC Trap and Skeet Range was built in 2013 and is located at the college's 1,600 acre ranch in Warner. With its completion, Connors State College became one of only three collegiate shooting clubs in the U.S. with its own range, allowing CSC to host regional competitions and providing students the practice they need to be competitive with larger schools.

**Shop Building**—A one-story metal building located south of the campus houses the College's maintenance and garage facilities.

**Softball Field (1985)**—The lighted facility includes restrooms, bleachers, concession stand and an indoor batting cage.

## **FACILITIES – MUSKOGEE THREE RIVERS PORT CAMPUS**

**Garner Science Building (1996)**—The Ronald D. Garner Science Building, named in honor of the college's 12<sup>th</sup> President serves primarily as a classroom/science complex. The 28,500 square foot facility on the northeast side of Muskogee houses Enrollment Services, FOCUS training program, distance education classrooms, science labs, math labs, Success Center, and faculty offices.

**Nursing and Allied Health Building (2014) –** The \$11 million, 35,000 square foot building, houses state-of-the-art classroom and lab space, a student's common area, a lecture hall and student courtyard. The new facility is located at the Three Rivers Port Campus at 2501 N. 41<sup>st</sup> Street East, adjacent to the Indian Capital Technology Center. The Three Rivers Port Campus occupies a corridor off the Muskogee Turnpike, on an existing public transportation route, that will provide easier access for students.



# ADMISSIONS

## ADMISSIONS POLICIES

Admission requirements to Connors State College (CSC) are established by the Oklahoma State Regents for Higher Education (OSRHE). Determination of resident and non-resident status, which governs tuition and fee payment, is also based on upon criteria established by the OSRHE.

Admission to the College does not insure admittance to a particular course or program of studies. Students may, in some instances, be required to meet program entrance requirements or take preparatory classes to remove curricular deficiencies before acceptance into a program or course.

## REGULAR ADMISSION

Applicants who are graduates of accredited high schools or have achieved a high school equivalency certificate based on the GED test (GED recipient's high school class must have graduated), have participated in the American College Testing Program (ACT), the Scholastic Aptitude Testing Program (SAT) or similar, approved battery of test, meet high school curricular requirements are eligible for admission to Connors State College.

Students admitted as regular Associate in Arts or Associate in Science degree-seeking students who do not meet high school curricular requirements (see Entry-Level Assessment, page 24) must make up the deficiencies within the first 24 hours attempted or subsequent enrollment will be restricted to deficiency removal courses until the deficiencies are removed. ALL students must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline. The only exceptions involve those instances where an additional course in a discipline is required to satisfy a deficiency.

Students entering an Associate in Applied Science degree or certificate programs must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline. Students admitted under this provision may not transfer to an Associate in Arts or Associate in Science program without first completing the high school curricular deficiencies.

### CURRICULAR REQUIREMENTS

The following high school curricular requirements must be met for admission to all Oklahoma Public Colleges and Universities 2010-2011:

#### HIGH SCHOOL CURRICULAR REQUIREMENTS

Units (Years)	Course Areas
4	<b>English</b> ( <i>Grammar, Composition, and Literature</i> ).
3	<b>Lab Science</b> ( <i>Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet requirement.</i> )
3	<b>Mathematics</b> ( <i>Algebra I, Algebra II, Geometry, Pre-Calculus (must have completed Geometry and Algebra II) Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics</i> ).
3	<b>History and Citizenship Skills</b> ( <i>including 1 unit of American History and 2 additional units from the subjects of History, Economics, Geography, Government, and or Non-Western Culture.</i> )

2	<b>Additional units</b> of subjects listed above or from <i>Computer Science, Foreign Language, etc.</i>
15	<b>Total Required Units</b>

In addition to the above requirements, the following subjects are recommended for college preparation: two units of fine arts (music, art, drama) or Speech, one unit of lab science, one unit of mathematics.

### SUBMISSION OF ACADEMIC CREDENTIALS

Applicants must submit official and complete high school and college transcripts, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

All credentials submitted become the property of Connors State College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution. Returning students who have had no enrollment activity at Connors State College for a period of five years or more will be required to resubmit academic records from previous institutions attended.

### TRANSCRIPT POLICY

Transcripts must be official, affixed with the issuing school's seal or signature, and should be mailed directly from the school. Connors State College does not accept transcripts issued to the student, mailed by the student, or faxed. **Transcripts may not be faxed or mailed by the student.**

### REQUIREMENTS FOR ALL APPLICANTS

All new students and students who have not attended Connors in the past twelve (12) months must complete an Application for Admission. The following additional information is also needed:

#### FIRST-TIME COLLEGE STUDENTS

1. Students age **twenty (20) and younger** (high school class must have graduated) must provide:
  - a. An official high school transcript with date of graduation or last date of attendance.
  - b. Official transcript from all colleges/universities attended as a high school concurrent student. (see transcript policy)
  - c. ACT or SAT scores.
  - d. COMPASS Placement Test scores if ACT sub-scores are less than 19 or if SAT is used.
  - e. Proof of immunization documentation.
2. Students age **twenty-one (21) or older** must provide:
  - f. Official high school transcript with date of graduation or last date of attendance.
  - g. COMPASS Placement Test (CPT) scores (may use ACT if sub scores are 19 or above), or voluntary remediation of all courses.
  - h. Official transcript from all colleges/universities attended. (see transcript policy)
3. Provide immunization documentation.

## SPECIAL ADMISSION CATEGORIES

The following groups of students may be admitted to CSC upon the completion of skill level assessment and receipt of appropriate documentation.

## ADULT ADMISSION

1. Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of assessment of academic skills.
2. Applicants who have not graduated high school but whose high school class has graduated, and who have participated in the ACT, the SAT or a similar battery of tests, are eligible for admission. Students admitted under this category will be required to remove any academic deficiencies as stated in the Regular Admission Policy.

## HOME STUDY NON-ACCREDITED HIGH SCHOOLS

Individuals who are graduates of private, parochial or other non-public high schools that are not regionally or state-accredited are eligible for admission under the following criteria:

1. The student's equivalent public high school class must have graduated.
2. The student must participate in the American College Testing Program (ACT).
3. The student must demonstrate proficiency in curricular subject areas.

## NON-DEGREE SEEKING STUDENTS

Non-degree seeking students are permitted to enroll in up to nine (9) college credit hours without submitting academic credentials. Proficiency assessments may be required before enrollment in college level courses. After completion of the nine-hour limit, students are required to submit official credentials and meet the formal admission or transfer criteria as outlined in the Admission Requirements section. Students must take placement tests for enrollment in English, math or science.

## CONCURRENT ADMISSION/ENROLLMENT

High school seniors and juniors from accredited high schools and non-accredited private or non-public high schools may concurrently enroll provided:

1. Student meets Composite ACT and GPA Requirements of:
  - a. **Seniors** - Have an ACT composite score of 19 or a 3.0 GPA.
  - b. **Juniors** - Have an ACT composite score of 21 or a 3.5 GPA.
2. Meet admission criteria.
3. Are enrolled less than full-time in high school (fewer than six (6) credit courses per semester), as attested by their high school principal.
4. Are eligible to satisfy graduation requirements from high school (including the curricular requirements for college admission) no later than the spring of their senior year, as attested by the high school principal.
5. Submit three signatures of approval on the Concurrent High School Enrollment Verification form. Signatures are required from a) high school principal, b) high school counselor and c) parent or legal guardian.
6. Provide current official high school transcript for each semester of concurrent enrollment.
7. Provide official transcripts from any other college or university attended as a concurrent high school student.

Concurrently enrolled students may not enroll in a combined number of high school and college courses per semester that exceed a full-time college load of 19 semester credit hours. For the purposes of calculating a workload, one high school credit course is equivalent to one three credit hour semester college course.

Students who are otherwise eligible under this policy may enroll in a maximum of nine (9) college credit hours during a summer session following the end of their junior year of high school, without being concurrently enrolled in high school classes during the summer term.

Students may enroll only in those curricular areas where they have demonstrated competency and have met the curricular

requirements for admission. Students can only take classes in areas that their ACT sub scores meet or exceed 19. Concurrently enrolled students are not allowed to enroll in any zero-level preparatory courses designed to remove high school curricular requirements and/or establish competency in any subject areas. **Concurrent high school students may not participate in secondary testing to establish proficiency in any areas.**

## TRANSFER STUDENTS

Transfer students are defined as students with more than six (6) attempted credit hours, excluding preparatory or pre-college work and excluding credit hours accumulated by concurrent enrollment.

Students transferring from other accredited colleges who are in good standing and have met all curricular requirements are eligible for admission to CSC.

Transcripts from regionally accredited institutions will be given full value. Transcripts from non-accredited institutions may be accepted upon validation of course work.

The following are required:

1. Official transcript(s) from all colleges or universities attended. Transcripts must be in a sealed envelope from the college/university. Opened transcripts are considered *unofficial*.
2. An official high school transcript if student seeks to prove history and lab science curricular requirements have been met.
3. Verification of proficiency in English, mathematics, reading and science by:
  - a. ACT or COMPASS scores, or
  - b. Successful completion of preparatory curricular requirements or college level course work.
  - c. Fulfillment of high school curricular requirements (**including history and lab science requirements**) within first 12 hours of enrollment. (See high school graduates/non-graduates lacking curricular requirements.)
4. Provide immunization documentation.

Students transferring with less than a 2.0 GPA may be admitted on probation. Students suspended from other institutions may be admitted to CSC provided the following conditions are met:

1. Provide a current official transcript from the transferring institution prior to enrollment.
2. Take the COMPASS Placement Test, if necessary.
3. Enroll under the guidance of an academic advisor.
4. Provide immunization documentation.

Admission will be on a probationary basis. Retention standards (**See Academic Information Section**) must be maintained or the student will be placed on Academic Suspension and may not be reinstated until one regular semester (fall or spring) has elapsed. See college catalog for detailed information or contact the Registrar's Office for additional guidance.

## OPPORTUNITY ADMISSION

Applicants who have not yet graduated from high school and whose ACT score is at the 99<sup>th</sup> percentile (Oklahoma norms) may be eligible for admission

## INTERNATIONAL STUDENTS

Students from countries outside the United States who have completed their secondary education or its equivalent and are eligible for admission to colleges and universities in the United States are defined as International Students.

International students are required to meet academic performance standards equivalent to Oklahoma residents and non-residents for admission to Connors State College. In addition, students for whom English is a second language are required to present evidence of English proficiency prior to admission, either as first time students or by transfer from another college or College.

Prospective International students must correspond directly with the College by writing the Registrar's Office, Warner Campus. The College will not accept applications for admission or supporting documents from agents/agencies or third parties acting on behalf of the students. *International students will be assessed a \$15.00 fee upon enrollment at Connors State College.*

The following items must be submitted prior to students' acceptance:

1. International Student Admission application.
2. Evidence of English proficiency is required for applicants for whom English is a second language
3. Proof of completion of the high school core requirements at an English speaking high school or graduation from an English speaking high school. Demonstrate competency as outlined through the Policy on Remediation and Removal of the High School Curricular Deficiencies.
4. Official transcripts of secondary and/or college-preparatory schools. Official transcripts from all other colleges must be sent directly from the Registrar of those institutions to Registrar at Connors State College, Warner Campus. Official transcripts from college or universities outside of the United States must have an international transcript evaluation report. Students must submit official transcripts from all international colleges or universities attended to one of the college approved agencies listed below:

**Foreign Credentials Services of America**

E-mail: [info@fcsa.biz](mailto:info@fcsa.biz) ; [www.fcsa.biz](http://www.fcsa.biz)

**Educational Credential Evaluators, Inc.**

E-mail: [eval@ece.org](mailto:eval@ece.org) [www.ece.org](http://www.ece.org)

**Global Credential Evaluators, Inc.**

E-mail: [gce@gceus.com](mailto:gce@gceus.com)  
[www.gceus.com](http://www.gceus.com) or [www.gcevaluators.com](http://www.gcevaluators.com)

**World Education Services**

E-mail: [info@wes.org](mailto:info@wes.org) [www.wes.org](http://www.wes.org)

Once evaluated, the agency you choose must forward their evaluation report directly to the Registrar at Connors State College. We only accept evaluation reports from the above listed agencies.

5. Notarized Letter of Financial Guarantee for a minimum of one year. (Affidavit of Support)
6. Evidence of accident and health insurance.
7. Immigration and naturalization documents.  
First-time students for whom English is a second language are required to show proof of English proficiency by:
  1. **Standardized Testing** - Students must score 500 or higher on the paper based Test of English as a Foreign Language exam (TOEFL) or 173 or higher for the computer based test; or
  2. **Intensive English Program** – Students must score 460 or higher on the paper based TOEFL or 140 on the computer based test administered at a special testing or an international testing center and successfully complete a minimum of 12 weeks of study at an International Education Program approved by the Oklahoma State Regents for Higher Education. At least two-thirds of the 12 weeks must be advanced level instruction; or
  3. **High School Performance** – Students must successfully complete the high school core requirements in an English speaking high school or graduate from an English speaking high school and demonstrate academic competency; or
  4. **Institutional Discretion** – In extraordinary and deserving cases, the college president or designee may admit a student who fails to meet the above requirements. The applicant must demonstrate English proficiency prior to admission.

**INTERNATIONAL TRANSFER STUDENTS**

International students must have attended accredited, English-speaking colleges or universities for a minimum of 24 semester credit hours with passing grades and meet other curricular requirements/proficiencies can be met by:

1. English, Math, Reading, Science:  
See section titled Demonstration of Curricular Proficiencies.
2. History and Citizenship: One US History and two additional courses in the areas of History, Geography, Economics, Government, or Non-Western Culture.

**RETURNING STUDENTS**

*(Students who have not attended Connors during the past 12 months)*

1. Official transcript(s) from all college attended since last attending Connors.
2. Verification of proficiency in English, mathematics, reading and science by:
  - a. ACT or COMPASS scores.
  - b. Successful completion of preparatory or college level course work in those four areas.
3. Completion of updated Oklahoma State Regents requirements for admission and enrollment since last attendance at Connors State College.

**NON-ACADEMIC CRITERIA FOR ADMISSIONS**

Connors State College may take into account non-academic criteria in admitting first-time students, students applying for readmission or transfer students including:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
3. Whether an applicant's conduct has been such that if, at the time of conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

Students suspended from other institutions for academic reasons may be admitted to Connors State College on Academic Probation. Other conditions may apply such as course/credit hour limitations and/or being required to report to an Academic Advisor on a regular basis to monitor progress.

Admission of students who are currently under disciplinary sanctions at other institutions or meet any of the other conditions outlined above must first be approved through the Office of the Sr. Vice President for Academic and Student Affairs, located in office 213 Gatlin Hall. The College reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

**VETERANS**

Connors State College is an approved institution for students to receive education benefits by the Department of Veteran Affairs (DVA). Information and assistance is available for Veterans who plan to attend college under the new GI Bill must contact the Veterans' Coordinator Beverly Wilcoxon, Muskogee Campus, for information on veterans' benefits and for enrollment at Connors State College. All class schedules must have prior approval to receive educational benefits. To determine eligibility, students should contact the Department of Veterans' Affairs, toll free at 1-888-442-4551 or visit the VA Regional Office at Okmulgee and Main, Muskogee, Oklahoma. According to SB138.B, to be eligible for in-state status as provided for in subsection A of SB138 and to maintain eligibility, the student shall: 1.) Satisfy admission and retention standards as determined by the Oklahoma State Regents for Higher Education for an institution within the Oklahoma State System for Higher Education; and 2.) Have secured admission to and enrolls full-time or part-time in a program of study at an institution within the Oklahoma State System for Higher Education.

## WHEN TO APPLY

Application for admission can be made at any time but it is advisable to apply well in advance of the first semester in which enrollment is desired.

## GED/GENERAL EDUCATION DIPLOMA

The Oklahoma State Regents' "Policy Statement on Admission to, Retention in, and Transfer among Colleges and Universities of the State System" (II-2-35) requires high school graduation as one criterion for college admission. There are exceptions in the State Regents' special admission provisions. **The policy recognizes the GED exam as the equivalent of a high school diploma with one stipulation. If a student is to be admitted with the GED, the applicant's high school class must have graduated.** Therefore, Connors State College may grant admission to a student whose high school class has not graduated **only if** the student is a junior or senior concurrently enrolled at the high school level and who will complete his or her high school curricular requirements for graduation with his or her class.

**Prospective students who falsify their admission information will be subject to dismissal.**

## ADDITIONAL REQUIREMENTS FOR ADMISSIONS

**Immunization Requirements** All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella, (two shots), and against Hepatitis B, (three shot series). First-time students living on campus must provide written documentation of vaccination for Meningococcal Disease (Meningitis). More information can be found on the college website at <http://connorsstate.edu/studocs/>.

## SPECIFIC PROGRAM ADMISSIONS REQUIREMENTS

### ASSOCIATE DEGREE NURSING PROGRAM ADMISSION

Students interested in the Nursing Program are admitted to the college on the same basis as other students. However, admission to the college does not insure admission into the nursing program. Students are accepted into the nursing program based on a point system.

Applicants must meet the following criteria:

1. Admission to Connors State College
2. GPA of 2.5 in required general education courses;
3. Must have a "C" or better in general education courses and recommended courses.
4. Successfully pass Admission Exam with a 50% or better in math and reading prior to application deadline. Admission Exam can only be taken one time per application period.

Applicants who meet the above criteria will be assigned points in the following areas:

1. Admission Exam score;
2. Degree requirements completed with a grade of "C" or better;
3. Recommended courses completed with a grade of "C" or better;
4. Required nursing program curriculum course GPA;
5. College-level degrees in other areas.

Applications are accepted for the fall entry from November 1 to February 15 and for the spring entry from April 15<sup>th</sup> to October 1<sup>st</sup> of each year. Those who meet the criteria and have not been selected will be placed on an alternate list. Consideration will be given as openings arise.

The general education and required science courses along with the recommended electives facilitate progression in the program. Completion of these courses is recommended prior to admission into the program.

Successful completion of the nursing program requires a "C" in all courses related to the Associate in Applied Science Degree in Nursing.

Nursing students are responsible for uniforms and other accessories, transportation to the clinical facilities, testing and liability insurance needs, and enrollment fees.

#### Physical and Mental Qualifications

The following minimal physical and mental qualifications are necessary to be considered for admission into and progression through the Connors State College Nursing Program:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around the clients' rooms and in work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, monitoring alarms; and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to speak, write and comprehend the English language proficiently.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.

#### Career Ladder Program

The Career Ladder Program for Nursing at Connors State College is especially designed to provide mobility for the Licensed Practical Nurse and the Licensed Paramedic. Only those individuals who are licensed in the State of Oklahoma are eligible for admission to the program. Applicants must complete required courses, LPN-ADN Mobility Exam (if licensed greater than one year), Admission Exam and *NURS 2223 Transitions to Professional Nursing*, prior to entrance into the program. Qualified students wishing to pursue the Career Ladder Program should make an appointment to speak with a nursing advisor. Students will be admitted to the program based on space available. Application deadline is October 1 for spring entry.

#### ELIGIBILITY TO SIT FOR BOARDS

"The Connors State College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered or practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U. S. citizens, U. S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there



is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

For more information, go to:

<http://www.youoklahoma.com/nursing>.

Students wishing licensure in another state will need to contact that state board of nursing (the Departmental Secretary will have their addresses).

For further clarification about the Nursing Program's accreditation status, comments, or concerns, call the Accreditation Commission for Education in Nursing 404-975-5000, or the Oklahoma Board of Nursing 405-962-1800.

## OCCUPATIONAL THERAPY ASSISTANT PROGRAM

### ADMISSION CRITERIA

- ☐ Completed Applications
- ☐ High School diploma or GED (as evidenced by *transcript*)
- ☐ Minimum college GPA 2.5 (cumulative)
- ☐ Documentation of minimum of 8 hours of observation experience with Occupational Therapist or Occupational Therapy Assistant
- ☐ Completion of:
  - ☐ BIOL 1114 General Biology – "C" or higher – 4 credit hours
  - ☐ BIOL 2104 Human Anatomy – "C" or higher – 4 credit hours
  - ☐ BIOL 2114 Human Physiology – "C" or higher – 4 credit hours
  - ☐ ENG 1113 English Comp I – "C" or higher – 3 credit hours
  - ☐ ENG 1213 English Comp II – "C" or higher – 3 credit hours
  - ☐ PSYC 1113 General Psychology – "C" or higher – 3 credit hours
  - ☐ PSYC 2313 Developmental Psychology – "C" or higher – 3 credit hours
- ☐ NURS 1003 Medical Terminology – "C" or higher – 3 credit hours
- ☐ Additional 3 credit hours from the following courses\*:

\*MATH 1513 College Algebra – "C" or higher – 3 credit hours

\*POLS 1113 American Federal Government – 3 credit hours

\*HIST 1483 or HIST 1493 U.S. History – 3 credit hours

*\*Completion of all courses will be required for degree and must be completed prior to completion of technical course work*

Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College (see information included in this packet). Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy program at ICTC.

Applicants meeting the admission criteria will be scored according to the "Priority Point System", and ranked according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC will determine the number of applicants interviewed. A minimum of score of 10 on the interview is required for admission.

Following interviews, each applicant's interview points will be added to their "Priority Points". Selection for admission will be based on the applicant's total score (Priority Points plus Interview score). Applicants will be notified of admission status by letter in June.

If selected for admission, continued enrollment is contingent upon a satisfactory background and sex offender registry check, and subsequent clinical placement. Students may be subject to initial admission, random, and upon suspicion drug and alcohol screens as outlined in ICTC policy.

Classes begin in August. Attendance at orientation session may be required.

*Please read the "Disclaimer to all applicants"*

### **\*DISCLAIMER TO ALL APPLICANTS OF THE OTA PROGRAM:**

*ACOTE granted candidacy status on December 7, 2014. The program has moved into the self-study phase and is on target, at this time, for the on-site visit scheduled for February, 2016. The accreditation status of the program will not be known until immediately prior to the graduation of the first class. Graduates may not sit for national certification if the program accreditation is not obtained.*

American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda MD 20814-3449  
(302)-652-AOTA

## REQUESTING ACADEMIC TRANSCRIPTS

Requests for academic transcripts must be made in writing with a student's signature appearing on the request. The Transcript Request form is located on the Connors State College website. The form can be submitted by mail, fax, or in person. Official transcripts are mailed from and may be picked up at the Warner Campus Admissions Office only. Students requesting a transcript in person must bring a photo ID. Current CSC students must present their CSC issued student ID card. The student's signature is required to process a transcript request; therefore, e-mail and telephone requests will not be accepted. Our policy prohibits the distribution of transcripts via fax or email. Students with transcript holds (such as holds due to outstanding financial obligations to the college, transcripts, etc.) will not be granted an official transcript until the hold has been cleared with the appropriate college officials. Copies of transcripts from other institutions cannot be furnished.

Currently enrolled students may print an unofficial copy of their transcript by logging into SIS (Student Information System) on the website.

## RESIDENCY STATUS

Regulations governing the residency status of students are based on the policies of the Oklahoma State Regents for Higher Education and apply to all public colleges and universities in the State System. The policy statement set forth in the following paragraphs establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or non-residents for fee and tuition-payment purposes. Determination of residence status for the purposes of attendance at an institution in the Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

Initial Classification. A student's initial residence status is determined by the Office of Admissions when you apply to Connors State College.

Residence Reclassification. If you are a current CSC student classified as a non-resident and wish to be considered for in-state status, you must petition for a reclassification of your residence status through the Office of the Registrar. The Petition for In-State

Residency is located on the website and in the Office of Admissions.

Deadlines for submitting petitions to be considered for reclassification in a given semester is one month prior to the term in which the petition is being requested.

### **Non-residents of Oklahoma are required to pay out-of-state tuition and fees.**

Oklahoma residence status (and associated in-state tuition) is not granted on a retroactive basis. If you are receiving federal financial aid, please seek advice from the Office of Scholarships and Financial Aid on how a residency reclassification may affect your aid.

Appeal Procedures. Students may appeal their residence classification decision. A Petition for Oklahoma Residency form must be submitted along with any additional supporting documentation to the Office of the Registrar. You will be notified in writing of the decision following the final review. Regulations governing the residence status of students are the responsibility of the Oklahoma State Regents for Higher Education and apply to all colleges and universities of the Oklahoma State System of Higher Education.

### **Principles Governing Residence**

Article XIII-A of the Constitution of Oklahoma creates The Oklahoma State System of Higher Education and establishes the Oklahoma State Regents for Higher Education as the coordinating board of control for all public institutions supported by legislative appropriations. Title 70 O.S. 3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or nonresidents for fee and tuition-payment purposes. Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at an institution in The Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

#### Section I. Philosophy

Since 1890 it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of The Oklahoma State System of Higher Education. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

#### Section II. Principles

1. Attendance at an educational institution, albeit a continuous and long-term experience is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
2. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation but are situational necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.

3. A non-resident student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student.
5. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state. Unless he or she has established residency in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include: 1) when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied, and 2) as provided in Sections VII and VIII.
7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

#### Section III. Definitions

1. Resident of Oklahoma—A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.
2. Independent Person—An independent person is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
3. Dependent Person—A dependent person is one who is under the care, custody, and support of a parent or legal guardian.
4. Full-time Student—a full-time undergraduate student is one enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.

#### Section IV. Independent Persons

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of his or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma. The spouse of such person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.



#### Section V. Dependent Persons

The legal residence of a dependent person is that of his or her parents, or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than his or her parents, the legal residence is that of his or her legal guardian. The dependent person may become emancipated (freed from his or her parental domicile) through marriage, formal court action, abandonment by parents, or positive action on his or her own part evidential or his or her alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated him or herself from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory proof of complete emancipation and his or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

#### Section VI. Foreign Nationals

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he or she holds lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma for the purpose described in Section VIII of this policy. In accordance with House Bill 1804, an undocumented immigrant student enrolling for the first time in 2007-08 and thereafter, separates eligibility for resident tuition and for state financial aid. To be eligible for resident tuition, an undocumented immigrant student must:

1. Have graduated from a public or private high school in Oklahoma (Note: GED or home school education will not establish eligibility for any student);
2. Have resided in Oklahoma for at least two years prior to graduation;
3. Satisfy admission standards (Admission Requirements);
4. Have secured admission and enrolled in an institution within the Oklahoma State System of Higher Education; and
5. Do one of the following:
  - a. Provide to the institution a copy of true and correct application or petition filed with the United States Citizenship and Immigration Services to legalize the student's immigration status; or
  - b. File an affidavit with the institution stating that the student will file an application to legalize their immigration status at the earliest opportunity the student is able to do so, but in no case later than either: (a) one year after the date on which the student enrolls for study at the institution; or (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. Students who file an affidavit must present to the institution a copy of a true and correct application filed with the USCIS no later than either:
    - i. one year after the date on which the student enrolls for study at the institution; or
    - ii. if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. When a student provides or presents to the institution a copy of an application or petition filed with USCIS, the copy shall be maintained in the student's permanent record.

#### Section VII. Military Personnel

A student attending an institution while on full-time active duty in the armed forces is considered as having a temporary residence in

the state in which he or she is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

While the policy clearly states that nonresident tuition will be waived for military personnel, such a waiver does not constitute Oklahoma residence status. Military personnel and their dependents that provide proof of a legal change in their state of residence to Oklahoma (such as claiming Oklahoma for income tax purposes) may have the full benefits of residence status. Dependent children of military personnel that establish residency as described in Section II of this policy shall maintain residence status if their parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.

#### Section VIII. Full-time Professional Practitioner or Worker

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately declared an Oklahoma resident along with his or her spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described in Section II of this policy. Dependent children of the above professionals that establish residency as described in Section II of this policy may maintain residence status if their parents subsequently leave the state.

Likewise, a full-time professional practitioner or worker who is temporarily assigned to another location but maintains his or her residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with his or her spouse and dependent children.

#### Section IX. Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet certain criteria for the current and immediately preceding year. Contact the Office of the Registrar for more information.

#### Section X. Administration of Policy Statement

Each institution should designate the admissions officer or some other individual to be responsible for administration of the policy, and should make appropriate provision for a student's appeal of an adverse decision.

#### Section XI. Tuition Waivers

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

# GENERAL FINANCIAL INFORMATION

## TUITION AND FEES

APPROVED FOR FALL 2016

### Tuition and Mandatory Fees per Credit Hour

Fee	Amount
Resident (In-state) Tuition	92.25
Activity Fee	12.50
Student Union Fee	13.00
Student Senate Fee	\$2.00
Cultural & Recreation Fee	\$2.75
Technology Services Fee	9.00
Assessment Fee	3.00
Student Records Fee	1.00
<b>Total Resident Tuition &amp; Fees per Credit</b>	<b>135.50</b>
Non-Resident Fee	156.76
<b>Total Non-Resident Tuition &amp; Fees per Credit</b>	<b>292.26</b>

### Miscellaneous Fees

Fee	Amount
Late Enrollment Fee	5.00
Student ID Card	10.00
Parking Fee	10.00
Publications Fee	5.00
Wellness & Fitness Fee	10.00
Returned Check Charge	25.00
Diploma Replacement Fee	10.00
Overnight Guest	10.00
Equipment Fee-Athletes	5.00

### SEE APPENDIX A FOR ADDITIONAL COURSE FEES

Collection Fees: Unpaid accounts may be assigned for collection. If an account is assigned, any collection fees, court fees, and/or attorney fees owed will be added to the balance due. The balance due may be reported to national credit bureaus, which may adversely affect credit ratings. A hold will be placed on transcript record and future enrollment until the balance is paid in full.

## CLASS REFUND POLICY

Student refunds of tuition and fees will be based on the following:

1. Students who add classes on or before the last day to Add/Drop will be charged in full for each class added.
2. Students who withdraw from a class on or before the last day to Add/Drop will receive a full refund for each course dropped.
3. No refunds will be made after the Add/Drop period.
4. The official withdrawal date is the date students are withdrawn in the CSC computer system. All refunds are approved and processed based upon the date of official withdrawal in the Registrar's Office.
5. First time students who receive Title IV financial aid will receive refunds as mandated by federal guidelines.\*

**Non-attendance does not constitute dropping a class or withdrawal from the college. No refunds will be granted for non-attendance. Drops and withdrawals must be initiated through the Admissions Offices.**

**\*A copy of the refund policy for Title IV recipients as defined by the Higher Education Act Amendments of 1992 is available in the Financial Aid Office.**

### Periods for Adding/Dropping Courses without Penalty

Term	Add/Drop Period
Fall/Spring (16 week classes)	1 <sup>st</sup> through 10th day of classes
Summer and eight week sessions	1 <sup>st</sup> through 4th day of classes
Mini-mesters (9 days)	1 <sup>st</sup> day of enrollment through 1 <sup>st</sup> day of class

## TUITION WAIVERS

State System higher education institutions are authorized to waive the tuition/fees for the following:

**Senior Citizens**—Oklahoma residents aged 65 and older may have tuition waived to audit academic courses that have openings on the first day of class. Senior citizen students will be responsible to pay for additional educational supplies and/or texts that may be required in some classes. Senior citizen students are admitted on a space-available basis.

**Prisoners of War, Missing in Action and Dependents**—Any former prisoner of war or persons mission in action, and their dependents may, if otherwise qualified, enroll at CSC without paying tuition. Dependents are not eligible if federal funds are provided to pay tuition. The duration of the tuition waivers is five years, or the completion of a bachelor's degree, whichever occurs first.

**Dependents of Peace Officers and Fire Fighters**—No tuition shall be charged to the dependents of Oklahoma peace officers or fire fighters that have given their lives in the line of duty. These waivers are limited to a five-year period from the date of the first waiver. A dependent ceases to be eligible for benefits on his/her 24<sup>th</sup> birthday.

**Independent Living Act**—No tuition shall be charged to individuals who have been in the custody of the DHS for at least nine months between the ages of 16 and 18.

## RESIDENTIAL REQUIREMENTS

Single students, less than 21 years of age, with a permanent address more than 50 miles from the Connors State College campus and who are a full time student are required to live on campus in a resident hall. Exceptions to this policy include students over 21, married students, students with children, veterans, and international students. Exceptions require a release form obtained from the Office of the Sr. Vice President for Academic and Student Affairs.

The reason for this requirement is that living on campus provides opportunities for the many experiences which complement an academic career. In the resident and dining hall students meet new friends and enjoy a wide variety of social, recreational and cultural activities. Residential and dining services strive to provide students with opportunities and programs to assist with their adjustment to the academic demands of college life.

All students in residential housing are responsible for making satisfactory payment arrangements in order to reside in housing at Connors State College. Nine weeks into the semester all housing students that have not made satisfactory payment arrangements will be contacted by the bursar's office and be given an eviction notice unless approved arrangements can be made.

All students who live in the quads in Miller's Crossing or in McClarren Hall must have a Resident's Hall meal plan in addition to their room rental in order to live in residential housing.

Priority for available housing is given to students currently residing in CSC housing. All other housing assignments are determined on a first-come, first served basis.

## ROOM AND BOARD FEES

### APPROVED FOR FALL 2016

#### Student Housing Application Fees

	Amount
Family Housing Application Fee*	\$125.00
Single Student Housing Application Fee*	\$55.00

\*The last day to claim specific room assignments and to check into Miller's Crossing at the beginning of each academic semester is the first day of classes, unless special arrangements are made with the Director of Residential Life. All reservations will be cancelled after 5:00 p.m. on the first day of classes. Application fee is non-refundable.

#### Resident Hall Meal Plans

Meal Plans	Cost/Semester
7 day 19 meals per week	1744.00
7 day 15 meals per week	1526.00
175 Block Meals	1255.00
200 Block Meals	1359.00
50 Block Gap Plan (Purchased in addition to a block meal plan)	399.00
Commuter 30 Meals	\$168.00

#### Single Student Housing Plans

Room Plans	Cost/Semester
<b>Miller's Crossing</b>	
Four-Plex Units Fall & Spring Terms	\$2,239.00
Four-Plex Units Summer Term	\$1,141.00
<b>McClarren Hall:</b>	
Single Occupancy Fall & Spring	\$1590.00
Double Occupancy Fall & Spring	\$1272.00
Double Occupancy Summer	\$583.00

## FAMILY HOUSING

Housing is available to full time students who are married, have dependent children or who are 21 years or older. Priority is given to students with dependent children. A \$125 housing application fee is required to reserve family housing. For additional information, contact the Director of Residential Life, Miller's Crossing Housing Complex, Connors State College, 700 College Road, Warner, OK 74469 (918) 463-2931 ext. 6296.

**\*\*A 12-Month Lease is required for Miller's Crossing Family Apartments (see below).**

#### Family Housing Plans

Room Plans	Cost/Semester
Two Bedroom Apartments Fall & Spring Terms	\$3,535.00
Two Bedroom Apartments Summer Term	\$1,768.00

Application fee and costs subject to change.

## REFUNDS

Student housing and board refunds will be calculated and pro-rated according to the date of check-out.

#### RESIDENCE HALLS RESERVATIONS AND ASSIGNMENTS

Residence hall housing applications may be obtained by writing or calling the:

Director of Residential Life  
Connors State College  
700 College Road  
Warner, Oklahoma 74469  
918-463-2931 ext. 6296

The Office of Residential Life will confirm resident hall reservations when the following items have been received:

1. Application for Admission to Connors State College.
2. Housing Application with application fee.
3. Housing Contract signed by applicant.

## CANCELLATIONS

Students must send a written notice to the Director of Residential Life to cancel residence hall reservations.

Deadlines for cancellations are:

Semester	*Deadline date
Fall	August 1
Spring	January 2

**\*All unclaimed rooms will be declared vacant at 5:00 p.m. on the first day of class.**

## MOVE-OUT NOTICE

At least thirty days written notice of intent to move out must be given by resident to the lessor. Verbal move-out notice shall not be sufficient. Residents are required to meet with the lessor's representative for move-out inspection, using the check-in/check-out inventory and condition forms.

**Note: Each semester all rental charges, tuition and fees will be subtracted from the student's first available funds.**

## BOOKSTORE

#### TEXTBOOK PURCHASE- SEMESTER REFUND POLICY

Textbooks, including rented books, may be refunded with receipt within 14 calendar days from the start of classes or within two days of purchase thereafter. (During the summer term, textbooks may be refunded with a receipt within 7 calendar days from the start of classes or within two days of purchase thereafter). Textbooks purchased during the last week of classes or during exams may be sold back under the buyback policy.

For all textbook refunds:

1. Students must present their original receipt.
2. Textbooks must be in the same condition as when purchased.
3. Access codes and packages must be unopened.
4. New books must be free from any markings.

Refunds must be to the tender used in the original transaction (except personal check). For personal checks, once a minimum of 15 days have passed since the original transaction date, a cash refund can be processed.

Students may sell their textbooks to either CSC bookstore any time the stores are open. The bookstores buy back books depending upon the current and anticipated need. Buyback prices can vary, depending upon current and anticipated need. If a student accepts the offered buyback price, he or she will receive cash for his/her textbook(s).

# FINANCIAL AID

Financial aid in the form of grants, scholarships, loans and part-time employment from federal, state, institutional and private sources is available to assist students with their educational expenses. Awards from these programs may be combined. Financial need, available funds, student classification and academic performance determine the types and amounts of aid awarded.

- **Scholarships/Grants**--funding sources that do not need to be repaid. Eligibility is based on financial need and determined by federal or state guidelines.
- **Federal Work Study**--is a program that provides wages for part-time work on campus.
- **Loans**--have a definite repayment schedule.
- **College Work**--Part-time work on campus funded by Connors State College.

## FEDERAL AID PROGRAMS

Federal Financial Aid is available through the following

- **Federal Supplemental Education Opportunity Grant (FSEOG)**
- **Federal PELL Grants**
- **Federal Work/Study Program (FWS)**
- **Federal Direct Loan Program. Federal Direct Student Loans** are low-interest rate loans through the federal student aid program. The Financial Aid Office at Connors State College determines loan eligibility according to federal guidelines.
- **Veterans' Administration Benefits**--The Veterans' Administration Benefits Program is coordinated through the Office of Advisement and Student Admissions at Connors State College. For additional information concerning benefits or eligibility you may also call the Veterans Administration (1-888-442-4551).

## OKLAHOMA AID PROGRAMS

- **Oklahoma Tuition Aid Grants (OTAG)** OTAG is a state grant that requires a FAFSA application to be completed before the March 1st deadline as well as an expected family contribution (EFC) below a certain range, in order to qualify for the grant.
- **Vocational Rehabilitation Assistance**--The Oklahoma Rehabilitation commission offers assistance for tuition and other related expenses to students with certain identified disabilities. Application for assistance should be made directly to the nearest Vocational Rehabilitation Office. The Office of the Dean of Student Life can assist in locating the correct Vocational Rehabilitation Office.

## TRIBAL AID PROGRAMS

**BUREAU OF INDIAN AFFAIRS GRANTS**- The United States Government, through the Bureau of Indian Affairs, provides annual scholarship to Native American students to enable them to attend institutions of higher learning. In order to qualify for an award, the student must show a tribal membership card or CDIB card to his/her home agency; be a high school graduate or GED graduate and be accepted for admission by the college of choice; prove need of financial aid through the FAFSA application program; and go through an interview with the home agency showing potential success for completing a college degree program.

Native American Students planning to attend Connors State College must complete the following.

1. Free Application for Federal Student Aid (FAFSA)
2. Application for admissions to Connors State College

3. Application for BIA grant from appropriate agency

## FEDERAL FINANCIAL AID

To apply for federal financial aid, students must:

1. Complete and return the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
2. Respond to any request for information from the Financial Aid Office.
3. Complete all requirements for admission to Connors State College (See Getting Started - Admissions section).
4. Complete other applications or forms that may be required.
5. Observe all due dates.

Awards are made until funds are exhausted. Once financial aid is obtained, future eligibility is determined by the student's progress toward a degree. Guidelines for continued eligibility are included in the award letter and are also available in the Financial Aid Office.

Applications for financial aid may be obtained from high school counselors or from Connors Financial Aid Offices (918-463-2931, **Warner**), or (918-687-6747, **Muskogee**).

Applications for Scholarships may be obtained from the Office of Advisement and Student Admissions at Connors State College (918-463-2931).

## SCHOLARSHIPS

- Connors State College awards a variety of scholarships. Regents' Scholarship eligibility is based on one or more of the following criteria: ACT scores, GPA (grade point average), GED scores, class ranking, financial need, leadership activities, area of interest, etc.
- A variety of additional scholarships are offered through the Connors State College Development Foundation and various private sources. The entity making the award determines the requirements for these scholarships. Geographic location, religious or other affiliations, physical impairments, major course of study, special abilities, etc., may be considered.
- Applications received prior to March 1 are given priority consideration. Applications received after the indicated deadline will be given consideration based on availability of funds. Funds not claimed during the fall semester may be awarded for the spring semester.
- Scholarships include, but are not limited to, the following:
  - ACT and ACT Enhanced Scholarships
  - President's Leadership Class (Fall Deadline, Feb 1)
  - Regents' Academic Achievement
  - Regents' Departmental Scholarships
  - Regents' Leadership
  - Regents' Service Area Scholarships
  - Regents' Special Area Scholarships
  - Salutatorian Scholarships
  - Valedictorian Scholarships
  - CSC Foundation Scholarships (applications due March 1st)
  - Oklahoma National Guard
- Contact the Scholarship Office at (918) 463-2931 for detailed scholarship information and application forms.

# STUDENT SERVICES AND ACTIVITIES

## STUDENT SERVICES POLICIES

### ACCESS TO STUDENT RECORDS

Student records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) amended 1995. FERPA gives parents certain rights with respect to their children's educational records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Education institutions must have written permission from the student in order to release any information from a student's educational record.

A student's FERPA rights begin with his or her registered attendance at CSC. Attendance need not be physical, such as in cases of correspondence and distance learning courses. Applicants who are denied admission or who are admitted but never attend are not covered under FERPA. There is no end point for FERPA rights—as long as the student is living.

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education

Students must provide to Connors State College written permission for release of their educational records. The Office of the Registrar is the official office of the college for maintaining and releasing information pertaining to students' academic records. The Office of the Vice President for Academic Affairs is the official office of the University for maintaining and releasing information pertaining to students' discipline records. Billing information is maintained by the Office of the Bursar, and financial aid information is maintained by the Office of Financial Aid.

The Act provides that certain portions of students' records may be deemed Directory Information and may be released to a third party without students' written consent. Directory Information may include the student's name, address and phone number, date and place of birth, current class schedule, degrees earned, major, dates of attendance, hours earned, honor awards, and GPA as well as participation in officially-recognized sports, and the weight and height of athletic team members.

Connors State College does not publish a student directory for student or public use. Names, addresses and telephone numbers are released on a case-by-case basis at the discretion of the college. See the following Family Educational Rights and Privacy Act (FERPA) information.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Among them is the right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

An exception that permits access to a student's records without the student's consent is disclosure to school officials who have legitimate educational interests. A school official is defined as a person employed by Connors State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Connors State College has contracted (such as an attorney, auditor, collection agent, or official of the National

Student Clearinghouse); a person serving on or employed by the Oklahoma State Regents for Higher Education or CSC A&M Board of Regents; or a student serving on an official committee such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Connors State College may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena;
- To comply with requests from appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Oklahoma State Regents for Higher Education, the Oklahoma State College A&M Board of Regents, and to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of Connors State College;
- To the alleged victim of a violent crime, the result of an institutional disciplinary proceeding against the person allegedly responsible for the crime.

Directory Information which may be released on a case by case basis includes:

- Student's name
- Local or permanent address
- Telephone number
- Major field of study
- Year of birth
- Academic classification/Degrees granted
- Athletic participation
- Height and weight of athletic participants
- Academic institutions previously attended
- Dates of attendance at Connors State College
- Part-time and full-time status

Students may restrict the Release of "Directory Information", except to school officials with legitimate educational interests and others as indicated above.

To do so, a student must make the request in writing to:

Office of the Registrar  
Connors State College  
700 College Road  
Warner, OK 74469

Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.



For purposes of compliance with FERPA, Connors State College considers all students independent.

The policies of Connors State College prohibit discrimination on the basis of education, employment, race, ethnicity, religion, sex, age, marital status, national origin, ancestry, sexual orientation, disabled veteran status, physical or mental ability, mental retardation, and other specifically covered mental disabilities and criminal records that are not job-related.

Voluntary ethnic information submitted by Connors State College students is compiled in accordance with the college's requirement to report statistical data and information to the U.S. Department of Education, the Oklahoma State Regents for Higher Education, The Board of Regents for the Oklahoma A&M Colleges and various legislative bodies and governmental agencies as required by law.

Student voluntary submission of ethnic information will remain confidential and be made available in statistical form only. Students' rights to privacy and protection under the Family Educational Rights and Privacy Act (FERPA) are assured (see following section). Students are not required to provide ethnic information and failure to do so will not adversely affect a students' admission, enrollment, or access to programs and activities at Connors State College.

#### **PARENTAL ACCESS TO STUDENT EDUCATION RECORDS**

At the elementary and secondary school level, FERPA gives parents the right to access education records. When a student reaches 18 years of age or is attending an institution of post-secondary education, FERPA rights transfer from parent to student. Therefore, at the postsecondary level, parents have no inherent rights to inspect their son's or daughter's education records.

Information regarding education records is best obtained by direct communication between the parent and the student. If desired, students can obtain grades, class schedule, billing, and other information online and provide a copy to their parents. Student records are available via the student self-service web site - <http://connorsstate.edu/student-information-services/> by selecting the "Enter Student Services" link. Students will be prompted to enter their credentials to access a wide range of student information. Students may view Bursar account information, previous payment information as well as payment plan information in addition to setting up guest login access via the "Bursar Services" link.

Students may consent to release their education records to parents, legal guardians, or other individuals by completing the appropriate [form](#) in the Office of the Registrar. Such consent should be given in an un-coercive environment.

Parents of a dependent student may challenge denial of access to educational records by providing to the Registrar's Office evidence that they declare the student as a dependent on their most recent Federal Income Tax form (Form 1040).

## **PARKING/PARKING PERMITS**

A parking permit is required on any vehicle the student uses to park at any Connors' campus location. A vehicle license number and a paid receipt from the Bursar Office are required to obtain a parking permit. Parking permits are available from the Bursar Offices at the Muskogee and Warner campuses. Students must park their vehicles in designated parking areas outlined in the information attached to their permit. Students may receive parking tickets for failure to park in designated areas. Parking tickets may be paid at the Bursar Offices.

## **STUDENT IDENTIFICATION CARDS**

Required identification cards are used for positive identification in the cafeteria, bookstore, library, and printing as well as free or reduced admission to college sponsored functions. Identification cards are available during fall and spring general registration periods at the Warner and Muskogee campuses.

## **COMPUTING SERVICES**

CSC computing and electronic communication facilities and services are intended for instructional, educational, research and administrative purposes. Their use is governed by all applicable College policies, including sexual harassment, patents and copyrights, student and employee disciplinary policies as well as by applicable federal, state and local laws.

Persons using CSC computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. CSC cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of CSC computing and electronic communications facilities and services are warned they may unwillingly come across, or be recipients of, material that they may find offensive.

Persons using CSC computing and electronic communications facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of college and CIS policy to use electronic mail to libel, harass or threaten others. It is also a violation of College and CIS policy to access and view materials in a manner that would create the existence of a sexually hostile working and/or educational environment.

The use of CSC computing and electronic communications facilities and service is a privilege that may be revoked for inappropriate conduct. Persons who violate applicable federal, state or college policies will be asked to cease those activities and are also subject to suspension/revocation of such privileges and/or college disciplinary action.

CSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CSC will not be responsible for any damage suffered through the use of CSC computing and electronic communications facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. CSC specifically denies any responsibility for the accuracy or quality of information obtained through its computing and electronic communications and facilities.

When computer labs are not full there will be a two-hour limit on computer use. CIS is not responsible for data loss.

## **SEXUAL HARASSMENT AND MISCONDUCT**

**General** - Connors State College explicitly condemns sexual harassment of students, staff and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to college disciplinary sanctions, as well as, civil and criminal penalties.

Connors State College participates and sponsors events throughout the school year to prevent and create awareness about sexual misconduct.

All students, staff and faculty must annually take and satisfactorily complete the EverFi-Haven sexual assault and harassment



training online. Students who fail to complete the training will not be allowed to enroll for the subsequent semester.

**Definition - Sexual Harassment:** Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
- b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
- c. Such conduct is sufficiently severe, pervasive, or persistent and objectively offensive that has the effect of creating an intimidation, hostile or offensive environment which negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

**Definition - Sexual Misconduct:** Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:

a. **Unwelcome sexual touching:** Touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

b. **Exposure:** Engaging in indecent exposure, voyeurism or in non-consensual sharing of sexually explicit images.

c. **Non-consensual sexual assault:** Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

d. **Forced sexual assault:** Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to ingestion of drugs or alcohol, age or mental disability) of which the respondent was aware or should have been aware.

**Effective consent** is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

#### Examples of Misconduct

1. Verbal
  - a. Unwelcome sexual flirtation, advances, or proposition for sexual activity.
  - b. Continued or repeated verbal abuse of a sexual nature.
  - c. Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person's body or clothing.
  - d. Stating, indicating, or implying that benefits will be gained or lost based on response to sexual advances.
2. Non-verbal:
  - a. Displaying sexually demeaning or offensive objects and pictures.
  - b. Staring at someone, blocking another's path or otherwise restricting his or her movements, or invading a person's personal body space.
  - c. Bringing physical items to work that express sexually offensive comments regarding men or women.

- d. Making sexual gestures with hands or body movements.
- e. Letters, gifts, or materials of a sexual nature.
3. Physical:
  - a. Offensive physical contact.
  - b. Sexual assault, coerced sexual intercourse, or other sexual contact.

#### Retaliation/Complaints:

It is a violation of college policy for any employee to initiate any personal action outside the judicial system or established college disciplinary system in retaliation or reprisal against a faculty member, staff employee or student for reporting sexual misconduct or for anyone to make an accusation of sexual harassment without good cause or reasonable basis. Such types of conduct may result in disciplinary action.

#### Complaint Resolution Procedures:

Emphasis is placed on resolving complaints informally in a non-adversarial process in which the involved parties reach mutually satisfactory understanding and agreement.

1. Advisement – an individual may bring the matter to the appropriate supervisor whose role will be to discuss with the complainant his or her options for further action. If the person does not wish to talk to his or her supervisor, he or she may seek assistance from the Affirmative Action Officer. If an extraordinary conflict of interest prevents the usual review procedures, the complainant may request assistance directly from the Office of the President. Every attempt will be made to protect the privacy of the parties involved.
- A. Mediation – the complainant may ask for a mediated resolution between him or herself and the accused. The goal of mediation is to provide a forum where the complainant and accused can come to a mutually agreed-upon resolution. Mediation will occur only if both parties are willing to participate in the process. The appropriate Vice President will serve as the mediator.
- B. Formal review – either the complainant or the accused may ask that the matter be handled formally rather than informally. All formal grievances must be filed in writing within 180 days of occurrence. The appropriate procedures are as follows:
  1. Students – formal complaints against other students can be taken to the Director of Campus Life/designee.
  2. If one or more allegations are proven to have merit, disciplinary actions may include, but are not limited to: (See Section VII: Sanctions in the Student Code of Conduct).
- C. Employees – employees or students can make complaints against college employees by filing it with the Affirmative Action Officer. The procedure is as follows:
  1. A formal complaint shall consist of a signed statement detailing the sequence and nature of events.
  2. Review of complaint by Affirmative Action Officer at the human resources office at Gatlin Hall, second floor.
  3. Notification to the accused that will then be afforded opportunity to respond.
  4. Affirmative action committee will be provided with a written response statement from the complainant. Interviews will be conducted, if necessary, with all that have knowledge of the matter. These proceedings will be kept confidential.\*
  5. Request additional information as needed.
- D. Formal hearing action- The affirmative action committee determines if the allegation is with or without merit. If merit cannot be established, the Affirmative Action Officer shall dismiss the complaint and shall inform the complainant. The complainant can appeal the decision by addressing one of the other vice presidents in writing as to the basis of the disagreement.
  1. If the affirmative action committee concludes that there is reasonable merit to the alleged violation the affirmative action officer shall prepare a written report to the college President. Within 45 days of receipt of the report, the president will make a determination and take appropriate action. Employees can appeal to CSC president.

#### Consensual Relation between Faculty and Students:

It is the view of the college that it is unwise and inappropriate for faculty or staff who have romantic relations with students to teach such students in their classes, supervise them in work, or recommend them for scholarships, awards or employment.

Romantic relationships that might be appropriate in other contexts may, at college, create the appearance of an abuse of power or of undue advantage. Prudence and the best interests of the students dictate that in such circumstances or romantic involvement, students should be advised to obtain other instructional or supervisory arrangements.

Moreover, even when both parties have consented at the outset of a romantic involvement, such consent does not preclude subsequent charges of sexual harassment against the employee.

**Privacy** – in all allegations of harassment, all involved parties will be provided privacy. All documents will be marked “confidential” and will be retained in sealed envelopes bearing “confidential” labels.

## Title IX

### Gender and Discrimination & Harassment

Title IX of the Education Amendment and OSU/A&M Policy prohibits discrimination in services or benefits offered by the College based upon gender.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

It is the policy of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so doing, the Board is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran.

Any person (student, faculty, staff or guest) who believes that discriminatory practices have been engaged in based upon gender may report incidents to the following: Director of HR, ADA, Affirmative Action & Title IX Coordinator, 231 Gatlin Hall, 918-463-6202; Coordinator of Student Conduct, 223 Gatlin Hall, 918-463-5426; Campus Safety & Security, Holloway Hall Northeast Entrance, 918-463-6328.

## Student Mail and E-Mail

Students are responsible for maintaining a current local mailing address and a current e-mail address with the Office of the Registrar. Because many official CSC communications are sent to the student at their local mailing address and their CSC email address, students are responsible for regularly checking their U.S. mail and CSC e-mail. CSC departments reserve the right to send correspondence through either means of communications from professors and academic advisors, communications regarding enrollment and communications regarding student conduct. CSC e-mail can be forwarded to another e-mail account if student chooses. More details can be found online at <http://connorsstate.edu/newstudent/>.

## SERVICES TO STUDENTS WITH DISABILITIES

### Nondiscrimination Policy for Students with Disabilities

Connors State College believes providing a learning climate that accommodates all students is a vital educational role. Academic accommodations are meant to provide equal access and equal opportunities. Having a disability protects a person from discriminations but does not establish a need for accommodations. Academic accommodations are based on need, not desire. At Connors State College, we want to provide an atmosphere of understanding and awareness in a welcoming and friendly environment by providing or arranging reasonable

accommodations and services to provide assistance to foster independence and academic accommodations (Section 504 of the Rehabilitation Act of 1990 (PL93-112) and the Americans with Disabilities Act, as amended (ADAAA) 2008(PL110-325), that have self-identified and provided appropriate documentation and has been approved for academic accommodations by the ADA Coordinator. Please do not hesitate to email the ADA Coordinator for more information.

Any student who feels that he/she has a qualified disability and desires special classroom accommodations should contact Jody Butler 918-463-6215 [jody.butler@connorsstate.edu](mailto:jody.butler@connorsstate.edu), the ADA Coordinator, at the Muskogee campus and request verification of eligibility for special accommodations. The student is required to provide documentation of medical, educational and/or psychological conditions necessitating the need for special accommodations. Students may also notify faculty of their disability and requested accommodations, but faculty are not required to provide such services until they are contacted by the ADA Coordinator. \*\*Students with disabilities should notify the ADA Coordinator prior to the semester they plan to enroll in order to complete the verification process.

## STUDENT ACTIVITIES

### Athletics and Intramurals

Connors State College is a member of the National Junior College Athlete Association and offers baseball, softball, men's and women's basketball, and men's and women's rodeo. The rodeo team competes in the Central Plains Region which includes 26 two-year and four-year colleges in Kansas and Oklahoma.

CSC competes in NJCAA Division I of Region II that includes the junior colleges in Oklahoma and Arkansas. CSC is a member of the Bi-State Athletic Conference.

A variety of Intramural programs are offered to all students including: volleyball, dodge ball, softball, basketball, kickball and many others.

### Cheerleading Squad

The CSC cheerleaders participate in student pep rallies, parades, and other activities to support the college. They perform at all home games, play-off games and other special events as requested. Selection is made through try-outs in the spring or fall as needed.

### CSC Weekly Calendar

The office of the Student Activities produces the CSC Weekly Calendar throughout the year. The calendar provides information about events important to the campus community.

### Former Students Association

The Former Students Association is open to former CSC students who wish to remain in contact with each other and support the College. They raise funds for scholarships for eligible dependents and grandchildren of former students. They host an annual banquet and publish at least one newsletter per year. To become a member of the CSCFSA, please contact the CSC Development Foundation Office (918) 463-6342.

### Health Services

Previously located on the campus of Connors State College, the Warner Health & Wellness Center opened at its new facility in May of 2016 located at 806 N. Campbell St.  
806 N. Campbell St.  
Warner, OK 74469  
Phone: 918-463-2837  
Fax: 918-463-2889

Medical Clinic  
Hours of Operation:  
Monday-Friday  
8:00am to 5:00pm

Behavioral Health  
Hours of Operation:

Monday; Tuesday; Thursday  
7:30am to 5:30pm

### **Honors Night/Reception**

Academic awards are presented each spring to students who have achieved outstanding success in various academic or extra-curricular activities.

### **Library Learning Center**

The Westbrook Library Learning Center encompasses the services of the Warner Campus Library (with one ITV classroom and the LLC auditorium) and the Muskogee CSC Library. The libraries have the following services for student use: Lasso (Discover all library materials using the search bar on the library home page), the library catalog, books, databases, computers and Internet, copiers, interlibrary loan, magazines and newspapers, and DVDs.

### **Connors Success Center**

Our Connors Success Centers are the place where students who need assistance in their classes will be supported through tutoring, workshops, programs, and mentoring. Our goal is to assist students in becoming well-grounded in the college environment. In an effort to help students be successful, we will provide opportunities for skill development designed to improve aptitude in writing, reading, and mathematics. Services available: free peer tutoring, computer center, resource materials, workshops. Success Centers are located on our Warner and Muskogee campuses.

### **Mr. and Ms. Connors**

These honors are given annually to a male and female student who best exemplifies the spirit and image of Connors State College. The faculty and staff make the selection by secret ballot. The award is presented at the annual Honors assembly/reception.

### **Religious Organizations**

The Baptist Christian Ministry, Chi Alpha Christian Fellowship and Wesleyan Center are three off-campus organizations in Warner that provide programs to meet students' spiritual needs.

### **Fitness Center**

The Fitness Center offers the latest in the state of the art exercise equipment. Classes for students, faculty, staff, and community members are offered and may be taken for personal enjoyment and in some cases, for a nominal fee. The Fitness Center is located in the Melvin Self Field House at the Warner Campus.

### **Student Union**

The A.D. Stone Student Union, Warner campus, houses the following services: Cafeteria, student study area, computers, and printer. In Muskogee there are student areas at the Nursing and Allied Health Building and the Garner Science Building.

## **STUDENT ORGANIZATIONS**

The following clubs and organizations are available to all students. Students are encouraged to participate in extra-curricular activities to be more fully involved in the total college experience. In some cases, students may need to meet academic requirements for invitation into the program.

### **Aggie Club**

The goal of the club is to support and promote Connors State College and its agriculture programs.

### **Agriculture Ambassadors**

The Division of Agriculture offers a unique opportunity to an elite group of students through its Agriculture ambassadors program. The focus of the program is to encourage and promote the development of personal growth, principled leadership and career preparation by representing the Division in recruitment, collegiate and community events. These events include, but are not limited to: Junior Aggie Day, Aggie Day, Fall and Spring Bull Sale, state,

county and local fairs/livestock shows, recruitment events and Oklahoma FFA Convention.

Chartered in the spring of 2006, the Agriculture Ambassadors serve for one-semester, and may be reappointed to serve in succeeding semesters. To be eligible to apply for a position, the applicant must be a full-time student pursuing an agriculture major, have earned 12 hours in residence and have and maintain a 3.25 GPA.

### **Agricultural Communicators of Tomorrow**

Established in 2013, the CSC chapter of Agricultural Communicators of Tomorrow is the first of its kind to be established on a junior college campus. Affiliated with the national organization, ACT is devoted to strengthening agricultural communication students through personal growth, networking, and educational opportunities. Agricultural communications students can exclusively utilize a computer lab containing Adobe creative software, and have access to the latest camera and equipment. Students in this discipline learn graphic design, photography and journalism.

### **Native American Student Association**

The Native American Student Association, serving Connors State College, is committed to promoting student engagement, leadership development, and cultural awareness on our campuses and in our communities. The organization accomplishes its mission by sponsoring campus cultural events and participating in service projects.

### **Phi Beta Lambda (Business) Club**

PBL promotes mutual understanding and cooperation among businesses, industry, labor, religious, family and educational institutions to improve tomorrow's world. Membership is open to students with business, computer information systems or other business-related majors or students interested in the world of business. Club activities include visits to areas businesses, networking, off-campus conferences and competitions, social events and fundraising activities.

### **Phi Theta Kappa**

PTK is the international honor society of two-year colleges. CSC's Mu Chi Chapter maintains a commitment to excellence in scholarship, leadership, service and fellowship – the four hallmarks of the honor society. Membership is by invitation only.

### **Science Club**

The Science Club is a student run organization that facilitates the exploration of the scientific community. Activities are determined by a vote of the current members. The Science Club is opened to all Connors State College students. There are no fees or dues required.

### **Student Nursing Association**

Connors' SNA is open to all nursing majors. Membership in the local chapter entitles students to join both the state and national organizations. The association promotes leadership, personal and professional development.

### **Student Government Association**

The Connors State College Student Government Association is the governing board for student activities and organizations on campus. The members consist of a President, Vice President, Secretary, Treasurer and a Parliamentarian. It also includes the sophomore and freshman class officers and a representative from each of the active campus clubs. The CSGA's primary responsibilities are to coordinate student activities and organizations, to serve as an advisory group to the Administration, and to recommend members for college committees. Senate meetings comply with HB 1416 Public Meeting Law. A copy of the CSGA's Constitution and By-Laws can be obtained at the Student Activities Office.

# ACADEMIC REGULATIONS

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In addition to these minimal regulations, additional college, department or program requirements may apply. Students are advised to review all steps of their academic progress with their academic adviser.

#### 1. ADMISSION, ACADEMIC STANDING AND WITHDRAWAL

**1.1 Admission of Freshmen.** Policies and procedures governing the admission of new freshmen are detailed in another section of the Catalog. (See "Admissions.")

**1.2 Admission of Transfer Students.** Policies and procedures governing the admission of transfer students are detailed in another section of the Catalog. (See "Admissions")

**1.3 Entry Level Assessment/Course Placement.** The Oklahoma State Regents for Higher Education require the individual assessment of each student to determine academic preparation and course placement. All first-time students and transfer students with fewer than 24 hours seeking admission or re-admission into degree programs are required to participate in entry-level assessment. The purpose of assessment is to assist faculty and admissions personnel to make enrollment decisions that will help students attain their academic goals. Assessment is required in four subject areas: English, mathematics, reading and science.

The ACT is the primary entry-level assessment tool at Connors State College for recent high school graduates and non-graduates age 20 and younger. ACT sub scores of 19 are required in English, reading, mathematics and science for enrollment in college level courses. Adult students (age 21 and older) and recent high school graduates and non-graduates age 20 and younger whose ACT sub scores are less than State Regents' entrance requirements (sub scores of 19 in all subject areas) will be required to take the COMPASS entry-level assessment. First-time college students may re-take all or portions of the COMPASS one time for a fee of \$10 per test unit and only if there are mitigating circumstances and approval after discussion with the Registrar's Office in consultation with the Office of the Vice-President for Academic Services.

GPA Retention Requirement*	
Credit Hours Attempted	
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.

No additional entry level assessment testing is permitted after the student enrolls and on or after the first day of the semester. For example, a student who has completed or is attending a zero-level math class is no longer eligible to take the math placement test. The same process applies to English, reading, and science proficiency testing.

All students are required to provide State-Issued photo IDs to take any COMPASS and/or Residual ACT test.

### 1.3. A Curricular Proficiencies and Course Placement

Course placement is used to maximize students' success. All students, including transfer students, must establish proficiency in English, mathematics, reading and science before enrolling in college credit courses in those areas. Students must show proficiency in reading before they can enroll in any English course. Furthermore, all students, including transfer students, must satisfy the Oklahoma State Regents for Higher Education (OSRHE) curricular requirement for history and citizenship skills.

Students enrolling in Associate in Applied Science (AAS) programs must satisfy the proficiency requirement within the particular subject area they are required to complete. For example, if an AAS program does not require college level math within the degree, a student is not required to complete his or her proficiency in math. If, however, a student changes from an AAS degree to an Associate in Science (AS) or Associate in Arts (AA) degree, the math proficiency requirement will become effective. Students may establish proficiency by one the following methods:

#### English\*

1. ACT: sub-score of 19+, or
2. SAT: CR 470
3. COMPASS: W score of 75+ and R of 76+, or
4. ACCUPLACER: SS 80+ and RC 80+; or
5. Successful completion of ENGL 0123 – Fundamentals of English or ENGL 1113-English Composition I or equivalent.

#### Mathematics\*

1. ACT sub-score of 19+ or
2. SAT: M 460+
3. COMPASS PA 66 or A 61+ or CA 50+
4. ACCUPLACER: EA 73+
5. Successful completion of MATH 0123 – Intermediate Algebra or any college level math course.

#### Science\* (1000 level classes from BIOL or GPS)

1. ACT: sub-score of 19+ or
2. SAT: CR 470+ and PA51+ or A 41+
3. COMPASS: R of 76+ and PA 51+ or A 41+ and W 75+ or
4. ACCUPLACER: RC 80+ and EA 53+ or EA 53+19 ACT in Reading or RC 80+ and 19 ACT Math
5. Successful completion of ENGL 0123 and MATH 0113 and ENGL 0013

#### Reading\*

1. ACT sub-score of 19+ or
2. COMPASS Reading score of 76+ or
3. ACCUPLACER: RC 80+
4. Successful completion of ENGL 0013 – Reading Development II or any college-level reading course.

**\*Scores effective March 2003. Proficiency courses (zero-level) do not apply toward degree programs or graduation requirements.**

**1.4 Admission to Nursing Program.** Admission to Connors State College does not insure admission into the Nursing Program. (See "Admissions" and appropriate college sections in the Catalog.)

**1.5 English Proficiency Requirement.** As a condition of admission to CSC, all persons for whom English is a second language shall be required to present evidence of English proficiency. (See "Admissions")

**1.6 Satisfactory Academic Progress.** Students not under academic suspension from the College are judged to be making satisfactory progress toward their educational objectives. (See Academic Regulation 1.3 Admission to Certain Professional Programs.)

**1.7 Academic Good Standing.** Connors State College defines students in academic good standing if they are not on academic probation or academic suspension. Some outside agencies may define this as a student with a grade of "B" or better.

**1.8 Academic Probation.** CSC requires students to maintain a minimum cumulative grade point average (GPA) to remain in school. Students will be placed on academic probation if they fail to meet the following requirements:

GPA Retention Requirement*	
Credit Hours Attempted	
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.

All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes, excluding any courses repeated or reprieved, and excluding remedial courses and physical education activity courses. These calculations are made five times per year, to coincide with the conclusion of the fall and spring semesters, and the May, August, and summer terms. Grades submitted after these calculations are carried forward to the next calculation. (See also Academic Regulations 6.4 Grade-point Average Calculating and 6.13 Academic Forgiveness.)

A student enrolling on probation should seek help from an academic adviser when deciding on an academic load and extracurricular activities.

**1.9 Academic Suspension.** A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

GPA Retention Requirement*	
Credit Hours Attempted	
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.

**1.10 Reinstatement after Academic Suspension.** A student who has been suspended from the College for academic reasons may not be readmitted until one regular semester (fall or spring) has elapsed (unless the Academic Appeals committee grants immediate reinstatement). A student's readmission will be probationary and Students who wish to appeal suspension status

should inquire about procedures and deadlines from the Office of Academic Services.

Readmission after one regular semester (fall or spring) has elapsed will be considered on the merits of the individual case. Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA before readmission to CSC can be considered.

A student suspended from CSC at the end of the spring semester may continue in the summer semester at CSC if this spring suspension was the student's first suspension. The student must achieve a 2.00 summer semester GPA, or raise the retention/graduation GPA to the OSRHE standard, in order to continue in the fall semester. The student should contact the Registrar's Office for additional information and restrictions. (See also Academic Regulation 1.9 Academic Suspension.)

Students who have been placed on academic suspension for the first time may petition the Academic Suspension Appeals Committee for reinstatement based on documented evidence of extraordinary personal circumstances that may have contributed to their academic deficiencies.

The suspension appeal procedure is as follows:

1. Student petitions the Sr. Vice President for Academic and Student Affairs in writing detailing the circumstances that contributed to their academic deficiency.
2. The Sr. Vice President for Academic and Student Affairs will call a meeting of the Academic Suspension Appeals Committee.
3. The student either appears before the Committee and states the reasons for his/her request for appeal or chooses to just submit the written appeal. After the student's appeal, the Committee will make one of the following decisions:
  - a. Appeal denied - suspension upheld.
  - b. Appeal granted - conditional probation enrollment granted.
  - c. Appeal granted - no conditions.
4. If, in the student's opinion, the decision of the Committee is not satisfactory, he or she may appeal to the Sr. Vice President for Academic and Student Affairs and then to the President.

**1.11 Students Suspended from Other Institutions**--Students suspended from other Oklahoma State System institutions may request admission to Connors State through the Registrar's Office. Students will be admitted under the same conditions as set forth under First Time Suspensions of Connors' students.

**1.12 Readmission.** A student who has attended CSC but was not enrolled during the past 12 months must submit an updated Application for Admission. A student who has enrolled in another college or university since last attending CSC must submit an official college transcript from that school. Admission status will be determined after an evaluation of the previous work has been made.

**1.13 Withdrawing from the College.** Withdrawing refers to withdrawing from all courses for which a student is enrolled for a given semester, and therefore the student is no longer enrolled. The withdrawal process is initiated in the Admissions Office.

After the beginning of "Finals Week" a student may not withdraw from the College and will be assigned the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," by the instructor of each course at the end of the semester or summer session. International students need to consult with Registrar/International Advisor before withdrawing. Under new reporting regulations

required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

## 2. Student Status

**2.1 Classification of Students.** Undergraduate classification is determined by the criteria below:

Freshman	30 or fewer semester credit hours passed
Sophomore	31 or more semester credit hours passed

These hours are calculated based on graduation/retention hours earned.

**2.2 Full-time Students.** Students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students.

**2.3 Part-time Students.** Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

**2.4 Special Students.** A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program.

## 3. Undergraduate Degree Requirements

**3.1 Date of Matriculation.** A student's matriculation date is associated with his or her first term after high school graduation as an admitted student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

**3.2 Changes in Degree Requirements.** A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option of adopting the new degree requirements that have been established since matriculation. The request must be formally made in the Admissions Office no later than the semester prior to graduation.

**3.3 General Education Requirements.** All Associate of Arts and Associate of Science degrees at Connors State College have a minimum general education requirement of 37 hours (see page 36).

**3.4 Changing Majors.** Students are advised to select a specific major no later than the end of the freshman year. Students on probation, or not making satisfactory progress toward a degree, may change majors only with the approval of their academic advisor. Students should contact the Office of Admissions concerning procedures and forms to change majors.

**3.5 Deadline for Completion of Requirements.** Degrees are conferred only on specific commencement dates. If a student completes requirements for a degree after a commencement date, the degree will be granted at the next scheduled commencement after the student files a diploma application. (See Academic Regulation 7.8 Diploma Application) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

**3.6 Second Associates Degree.** A student who receives an associate degree from CSC may use all applicable courses toward



a second associate degree. A minimum of 15 semester credit hours of additional work, including all requirements of the second associates' degree, is required. An additional associate degree may not be earned in the same major or degree as the first degree, even if the option is different. For example, it is not possible to earn both an AS degree in Biology with an option in Allied Health and an AS degree in Biology with an option in General Biology. Completion of requirements for more than one option may be noted on the official transcript, but a second degree will not be awarded.

**3.7 Final Exam Overload.** The Sr. Vice-President of Academic and Student Affairs must approve any departure from the published final schedule.

#### 4. CREDITS

**4.1 Residence Credit.** Residence credit is awarded for work taken on campus (not through correspondence or credit earned by examination) or at a location officially designated as a residence center by the governing board of the institution.

**4.2 Advanced Standing Credit.** These are credit hours earned elsewhere that may be accepted toward a degree. Such credit may be given for work done at another higher education institution, by examination or "testing out" or by military service. A \$10.00 per credit charge is assessed for Advanced Standing Credit tests. A grade of "P" is assigned to advanced standing credit and will not affect the GPA.

Students at Connors may earn a maximum of eighteen (18) semester hours of credit by examination. The following general rules apply:

1. Students eligible to receive advanced standing credit must be enrolled at CSC.
2. Twelve (12) or more semester credit hours must be completed before the advanced standing credit is recorded on the students' official transcripts.
3. The number of advanced standing hours students receive may not exceed the number of resident credit hours they have earned.
4. Credit is awarded only for courses appearing in the current catalog and is designated as advanced standing credit with the neutral grade of "P".
5. Credit may not be earned in any course in which credit has been earned in a higher-level course in the same subject area.
6. Work taken at proprietary schools, secondary vocational-technical schools, institutions offering clock-hours' work, other non-collegiate institutions, unaccredited institutions of higher education or experimental learning must be evaluated and validated through examination or proficiency testing on a course by course basis.

**Connors recognizes CSC departmental tests, the College Level Examination Program subject tests (CLEP), the Advanced Placement Program (APP) and the OSRHE advanced standing exam for the college course *Introduction to Business*, for advanced standing credit.**

Advanced standing credit once recorded and validated by Connors, is transferable on the same basis as regularly earned course work.

#### 4.3 Transfer Credit from Other Accredited Institutions.

Undergraduate and graduate semester credit hours earned at another college may be applied toward a degree or certificate program at CSC. The credit must have been earned in courses offered at a college or university that has been fully accredited within the Association of the Council on Postsecondary Accreditation. The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to CSC. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time. Applicability of evaluated courses to a particular program at CSC is made by the academic division of the specific curriculum in accordance with

the recommendations for transfer from the Office of the Registrar. Credit will be evaluated from each individual college transcript.

**4.4 Evaluation of Military Credit.** Connors State College does not automatically award military credit to students at the onset of enrollment. A military credential evaluation is optional and has no bearing on admission into Connors State College. However, after a degree-seeking student is at Connors State College and earned 12 hours, he or she may request that the military record be evaluated in the Registrar's Office. Credit is evaluated using the ACE Guide for evaluation of military credit (Army, Navy, Air Force, and Coast Guard). No credit will be awarded based on Military Occupancy Specialty (MOS) which has not been held a primary duty assignment for a minimum duration of one year or more.

It is responsibility of the student to provide the information below for evaluation. Evaluation will begin upon receipt of the following documents:

- (1) Military Training Evaluation  
Send a copy of your DD-214 or a DD-295
- (2) MOS Evaluation  
Your current primary MOS can be reviewed for possible credit if you received an official evaluation within the last 12 months. Student will not be certified for VA benefits after the first regular semester until the College's VA Certifying Officer has received the DD-214 and any other transcripts for evaluation.

Connors State College awards the credit listed below where appropriate to all veterans that have completed two years of active duty as verified by the veteran's DD-214.

HLTH 1113 Personal Health (3 credit hours)  
PHED 1112 First Aid (2 credit hours)

Students will be given Advanced Standing credit and charged \$10.00 per credit hour for the above hours. Credit earned is designated on the transcript by the letter "P".

**4.5 Semester Credit Hour.** A semester credit hour is equivalent to (a) sixteen 50-minute class sessions (including examinations) conducted under the guidance of a qualified instructor plus 32 hours of preparation time, or (b) sixteen 3-hour laboratory sessions, or (c) sixteen 2-hour laboratory sessions plus 16 hours of preparation time. These same equivalencies apply to outreach courses, short courses and other learning formats for which academic credit is awarded.

#### 5. ENROLLMENT

**5.1 Course Numbering System.** All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry College credit. A course number ending in zero indicates that the course carries variable credit.

**5.2 Adding Courses.** The 10<sup>th</sup> class day of a regular semester or the fourth class day of an eight-week summer session, or the proportionate period for block or short courses is the last day a course may be added.

**5.3 Dropping Courses.** May occur during the first twelve weeks of a regular 16-week semester or the first six weeks of an eight-week term. Courses dropped within the add/drop period will not be transcribed and students receive 100% refund. Courses dropped after the drop/add period but before the end of the twelfth week of a regular 16 week term or the sixth week of a summer or eight-week will be transcribed with a grade of "W." Permission of the Sr. Vice President for Academic and Student Affairs (or designee) is

required to drop a single course after the last date a single course may be dropped. Verifiable extenuating circumstances must be demonstrated for permission to be granted. Verifiable extenuating circumstances must be reasons out of your control, such as illness or accidental injury. **Poor performance in class is not an extenuating circumstance.** There is no refund for courses dropped after the Add/Drop period.

Enrollment changes, such as dropping courses, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping a course.

**5.4 Withdrawing** from the college means that you are dropping all of your courses and are **no longer enrolled for the current semester.** This may occur until the final day of classes before Finals Week. The withdrawal process is initiated in the Admissions/Registrar's Office.

International students need to consult with the Registrar before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

**5.5 Course Load**--A course load is the number of credit hours students may enroll in during a semester. Students in good academic standing can enroll in a maximum of nineteen (19) credit hours in the fall or spring semesters without prior approval of the Sr. Vice-President for Academic and Student Affairs. In the summer semester, students may enroll in a maximum number of ten (10) credit hours without approval.

**5.6 Dual Credit.** Students may earn credits at another institution in regular course work, extension, correspondence, distance education or online courses while currently enrolled in residence. Approval for dual credit must be secured in advance from the Sr. Vice-President for Academic and Student Affairs or the credits will not be accepted. Request form is located in the Admissions Office.

**5.7 Class Enrollment Maxima.** The maximum number of students permitted to be enrolled in each section of a course is determined by the Division Chair and can be increased or decreased only by the Sr. Vice President for Academic and Student Affairs (or designee). The number of students enrolled in a class may not exceed the fire code capacity of the designated classroom.

**5.8 Priority Enrollment.** Enrollment is based on a first come, first served basis. Currently enrolled students are encouraged to enroll before they leave for the end of the term in which they are enrolled.

**5.9 Late Enrollment.** Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fourth day of an eight-week summer session or during proportionate periods for block or short courses. Students enrolling late are responsible for any class work missed. See the "Tuition, Fees, and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

**5.10 Auditing Courses.** A student who does not wish to receive credit in a course may enroll as an auditor, provided space is available. A student who enrolls as an auditor must verify that he or she will not petition to receive credit for the audited course by any method other than that described below under "Audit to Credit." Instructor discretion will determine the auditor's level of class participation, such as taking exams or turning in assignments. Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits. The request to audit a course is requested at the *time of enrollment* of the course with the advisor and Admissions Office. Initial enrollment in a course as an auditor may be completed only

between the first and the tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions.

Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course.

Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Late enrollment fees are waived for audit enrollments. Any individual 65 years or older may audit a class College Academic Regulations at no charge. The auditor/student is responsible for book(s) and fees associated with auditing a course.

## 6. GRADES AND GRADING

**6.1 Official Transcripts.** All official transcripts of the student's academic record at CSC are prepared and released by the Office of the Registrar. Copies of transcripts from other institutions cannot be furnished.

**6.2 Grade Interpretation.** The quality of student performance in all classes is indicated as follows:

### GRADES

Grade	Status	Credit	Grade Point Value
A	Excellent	1	4 pts.
B	Good	1	3 pts.
C	Average	1	2 pts.
D	Poor	1	1 pt.
F	Failing	0	0 pts.
P	Pass	Credit	Not computed
Au	Audit	None	Not computed
I	Incomplete	None	Not computed
NP	No Pass	None	Not computed
S	Satisfactory	None	Not computed
U	Unsatisfactory	None	Not computed
W	Withdrawal	None	Not computed
AW	Administrative Withdrawal	None	Not computed

Audit (Grade of "Au") Students who do not want to receive college credit in a course may, with the approval of an instructor, audit the course as a "visitor." Students who audit a course shall have "Au" entered on their permanent record. Tuition and fees are the same for audit classes as for credit classes. Students cannot ask the institution at a later date to obtain college credit for a previously audited course.

Incomplete (Grade of "I") An "I" is given to students who satisfactorily complete the majority required work in a course (usually 75%), but were prevented from completing the remaining course work due to extenuating circumstances. The "I" grade is not given at midterm.

The conditions for removal of an "I" grade are indicated on the appropriate forms provided by the instructor. **The maximum time allowed for students to remove an "I" is one semester.** The Sr. Vice-President for Academic and Student Affairs may authorize the adjustment of this time period under extraordinary circumstances.

It is the students' responsibility to satisfy the requirements stipulated by the instructor at the time the "I" is assigned. It is the responsibility of the instructor to initiate action to have the "I" grade replaced by the students' final earned grade. If an "I" grade is not changed by the instructor to a credit-bearing grade or an "F" within the specified time, the grade of "I" will permanently remain and not contribute to the student's GPA.

Pass and No Pass (Grades of P and NP) The "P" grade indicates course requirements have been met and credit earned in courses

designated as Pass/Fail or Pass/No Pass. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A", "B" and "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP". "W" and "I" are recorded without change.

The "P" grade is also used to indicate credit earned through advanced standing examinations for military service credit or in accordance with the American Council of Education. The grades of "P" and "NP" are GPA neutral.

Satisfactory and Unsatisfactory (Grades of S and U) The grades of "S" and "U" are GPA neutral and are used for non-credit seminars, workshops and "O" level remedial or preparatory work. These grades do not apply toward graduation requirements.

Withdrawal and Administrative Withdrawal (Grades of "W" and "AW") Grades of "W" are GPA neutral and are used when students initiate procedures to formally withdraw from class(es). Students may not initiate a withdrawal from a single course after the posted last day to withdraw each semester unless they have obtained written permission from the Sr. Vice-President for Academic and Student Affairs. **It is the student's responsibility to initiate a withdrawal from class (as). (See current class schedule for "Last Day to Withdraw" date).**

Mark of "N." An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

**6.3 Calculating Grade Point Average.** To determine the grade points for each course, multiply the number of points for each assigned letter grade times the number of credit hours for the course (A=4 points; B=3; C=2; D=1. F=0). Add the grade points of all courses to obtain the total grade points earned for the semester. Divide the total number of grade points by the number of hours attempted for the semester to get the grade point average (G.P.A.).

$$\text{Grade Point Average (G.P.A.)} = \frac{\text{Total Grade Points}}{\text{Total Hours Attempted}}$$

The Connors State College transcript contains several credit and grade point calculations. These are:

Attempted Hours (AHRS) All credit hours attempted. Category includes physical education activity credits, credits for zero-level courses and specific repeat credits that affect grade point average. Not all attempted hours may count toward the cumulative graduation/retention G.P.A.

Earned Hours (EHRS) Credit hours earned (including physical education credit) but excluding zero level credits.

Quality Hours (QHRS) Credit hours counting toward graduation. These do not include physical education activity credits, withdrawal credits or repeated credits which affect the GPA Quality hours used to calculate academic actions such as Probations and Suspensions.

Quality Points (QPTS) A calculation in the formula for assigning grade point averages. It is computed by multiplying the number of points assigned to each letter grade by the number of credit hours for each course. See Calculating Grade Point Averages above.

Grade Point Average (GPA)--The average of all college level grades applied to a student's total enrollment history. Based upon a 4.0 grading scale.

Current GPA Credit and grade point average category applied to current semester only.

Institution GPA Credit and grade point average category applied to Connors State College only. Does not include transfer credits.

Cumulative Graduation/Retention (Cum Grad/Ret) GPA Accumulated credits and grade point averages applied to Connors State College graduation and retention requirements. Includes transfer credits applied to the degree. Does not include physical education activity courses.

Cumulative GPA All credits and grade point averages accumulated from all courses attempted during a student's academic experience. Includes all transfer credits, failing grades and credits counting for college credit.

**6.4 Mid-Term Progress Reports.** Faculty is expected to report eight week progress grades for all students (regardless of classification). Mid-term grades are made available to all students electronically via the Student Information System.

**6.5 Grade Reports.** Grade reports are mailed to the students' home address at the conclusion of each semester or session and/or distributed electronically through SIS. **All admission requirements and/or all financial obligations to the college must be met before grades are released.**

**6.6 Correcting Grades Reported in Error.** The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Committee. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade.

**6.7 Grade Appeals.** A student may appeal a grade given by an instructor in cases in which he or she believes the final grade awarded is clearly erroneous, assigned in an arbitrary manner or inconsistent with the announced grading policy.

The student grade appeal process must be initiated within six months from the time the student receives his/her contested grade. The procedure to follow is:

1. **Instructor**--Student meets with instructor. If consensus is not reached, the appeal moves to **Division Chair** level.
2. **Division Chair**--Student prepares a written appeal and presents it to the appropriate Division Chair. If the Division Chair is the student's instructor, the appeal is presented to the Sr. Vice-President for Academic and Student Affairs. If consensus is not reached, the appeal moves to the **Grade Appeals Committee**.
3. **Grade Appeals Committee**--The Grade Appeal Committee is appointed by Sr. Vice-President for Academic and Student Affairs. The Sr. Vice President for Academic and Student Affairs (or designee) chairs the Grade Appeals Committee. Committee members selected will not be from the academic division involved. At a Grade Appeals Committee meeting the following events will occur:
  - a. The student states in writing (and in person if the student requests) the reason for the appeal.
  - b. The instructor provides evidence indicating how the grade was assigned.
  - c. The committee evaluates the evidence, provides reasons for their decision and prepares a report. Written notice of the decision is sent within ten working days to the student, the instructor, the instructor's division chair and the Sr. Vice President for Academic and Student Affairs.
  - d. Student has five (5) working days to file a written appeal of the Committee's findings to the Sr. Vice President for Academic and Student Affairs.
4. **Sr. Vice President for Academic and Student Affairs**--The Sr. Vice President for Academic and Student Affairs will consider appeals in the event new evidence surfaces or other unusual circumstances. The decision of the Sr. Vice President for Academic and Student Affairs will be rendered within thirty (30) days of receipt of the complaint and shall conclude the procedure of a grade appeal.

**6.8 Honor Rolls.** Full-time Students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) grade-point average of 4.00 (i.e., all "A's") are placed on the President's Honor Roll. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.50 or higher and no grade below "C," are placed on the Vice President's Honor Roll. (See also Academic Regulation 6.4 Grade-point Average Calculating.)

**6.9 Academic Forgiveness-Repeated Courses.** A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first attempt are included in the grade-point averages. The original course and grade remain on the transcript identified with a statement under the course "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade-point averages and identified with a statement under the course "Repeated (included in GPA)."

Students wishing to repeat more than four (4) courses or eighteen (18) credit hours may do so with the understanding that all original and repeated grades will be used in the calculation of the retention and graduation GPAs.

If students repeat a course in which they received a grade of "C" or better, both grades are used in calculation of the GPA and no additional hours will be earned.

Students who repeat courses must contact the Registrar's Office for proper academic documentation and information entry into the computer system. The notification should be made during the semester in which the course or courses are to be repeated.

Students transferring to four-year institutions should consider repeating courses at Connors if they earned a grade of "D" or "F". Lower-than-"C" grades may not successfully transfer to some programs at four-year institutions, particularly in the pre-professional majors such as pre-medicine, pre-dental, pre-pharmacy, and education.

**6.10 Academic Reprieve Policy.** Academic Reprieve is a provision allowing students who have encountered academic difficulty in the past to request an Academic Reprieve of all course work taken in up to two consecutive semesters. Requirements for the academic reprieve include:

1. At least three years must have elapsed between the time the grades were earned and the reprieve is requested.
2. Students must be currently enrolled at CSC and prior to requesting the reprieve, must have earned a GPA of 2.0 or higher with no grade lower than a "C" in a minimum of twelve credit hours of regularly graded course work at Connors State College.
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms. The semester(s) requested must have a GPA of less than 2.00 or contain "F" grades.
4. Students must submit a written request including copies of all college transcripts to the Sr. Vice President for and Student Affairs for consideration of an academic reprieve.
5. The Registrar reviews each request and recommends either an approval or denies the request based on OSRHE Policy guidelines
6. The information is forwarded to the Sr. Vice President for Academic and Student Affairs for the final decision and to notify the student.

7. Students may not receive more than one academic reprieve during their academic career.
8. If a reprieve is granted for a specific term, all grades and credit hours previously earned during that term are affected.
9. The courses for a semester that is reprieved are excluded from the retention and graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)".

**6.11 Academic Renewal Policy.** Offering academic renewal for students is optional for all State System institutions. Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA.

A student may request Academic Renewal from public State System institutions with academic renewal policies consistent with these guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request;
2. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
3. The request will be for all courses completed before the date specified in the request for renewal;
4. The student must petition for consideration of Academic Renewal according to institutional policy;
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

## 7. GRADUATION

**7.1 Graduation Requirements.** The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility.

**7.2 Minimum Hours for Graduation.** Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the college catalog. No degree program shall require fewer than 60 semester credit hours for graduation. (By OSRHE policy, these 60 are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree

**7.3 Grade-Point Average for Graduation.** A retention/graduation grade-point average of 2.00 or higher is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Regulation 6.13 Academic Forgiveness.)

**7.4 Requirements for Honors Degrees.** Students are eligible to graduate with academic honors if they complete their graduation requirements and achieve the following cumulative grade point averages:

4.00 - 3.95	<i>Summa Cum Laude</i>
3.94 - 3.80	<i>Magna Cum Laude</i>
3.79 - 3.65	<i>Cum Laude</i>

**7.5 Graduation Application.** All degree candidates must submit a graduation application in the Admissions Office before or during their final semester to be eligible for graduation. Students must be classified as a sophomore before they can submit a graduation application. Students must submit their graduation application by

the end of the second week of March for spring and summer graduate names to appear in the spring commencement program. Students who will complete all degree requirements in the summer should file their diploma application for the summer term, but are invited to participate in the spring commencement ceremony.

Students who have filed a graduation application and need to modify their expected graduation term should file a Graduation Application Extension form with the Office of the Registrar. This form allows you to change the expected graduation term on your diploma application, and allows you to register for classes in the following semester.

**7.6 Presence at Commencement Exercises.** Connors State College will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session are invited and encouraged to participate in the Commencement exercises at the close of the previous spring semester.

The College encourages all candidates for degrees to be present at the Commencement exercises. Attendance is not compulsory.

## **8. MISCELLANEOUS TERMS AND POLICIES**

**Academic Advisors**--Academic advisors assist students to select the correct courses, review the course requirements in the subject field they have selected and with academic problems that may occur. Students are encouraged to seek advisement under a faculty member within their major or discipline. The faculty also serves as advisors. Additionally, a federally funded Student Support Services program is available to students who qualify.

**ACT/SAT Tests**--The American College Test (ACT) and Scholastic Aptitude Test (SAT) are used for admission purposes, measuring students' knowledge in English, math, reading and science. Connors offers ACT National and Residual testing. Contact the Registrar's Offices and ACT's website at [www.act.org](http://www.act.org) for additional information.

**Class Attendance**--Students are expected to attend all classes. It is the students' responsibility to follow each instructor's attendance policy as outlined in the instructor's course syllabus.

**Class Schedule**--Connors publishes and distributes a class schedule prior to the beginning of each semester. With the help of academic advisors or faculty members, students develop their own individual class schedules for each semester they are enrolled. Courses are designated in the class schedule by course department, course number, description, time and days, the room number and building name, and the instructor's name.

**Commuters**--Commuters are students who live off campus and drive to and from classes.

**COMPASS Test**--COMPASS is a computerized assessment test developed by ACT, the American College Testing Program. It provides information about students' abilities in English, and mathematics and reading. At Connors State College, it is used for entry-level assessment and course placement.

**Credit Hours**--Students must attend class one classroom hour (usually 50 minutes) per week for sixteen weeks to earn one credit hour. To earn three credit hours students must attend class three classroom hours per week for sixteen weeks or an equivalent amount of minutes. Students earn credit hours by successfully completing course requirements.

**Degree Requirements**--Degree requirements are those courses and regulations prescribed for the completion of a program of study. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study and Outcomes Assessment.

**Final Exams**--These exams are given during the last week of the semester.

**Freshmen**--Students who have earned 30 or fewer college credits are classified as freshmen.

**Full-Time/Part-Time Students**--To be classified as full-time, students must be enrolled in 12 or more hours during a fall or spring semester or in 6 or more hours during a summer semester. Part-time students enroll in 11 or fewer hours in the fall or spring or 5 hours or less in the summer. The maximum number of hours allowed are 19 hours during fall and spring semesters and 10 hours during summer sessions. Maximum limits may be extended upon approval of the Sr. Vice President of Academic and Student Affairs.

**Honor Rolls**--Students who earn a 4.0 GPA in 12 hours or more each semester are placed on the *President's Honor Roll*. Students who earn a GPA of 3.0 to 3.9 with 12 hours or more are placed on the *Vice-President's Honor Roll*. Students may not earn a failing or unsatisfactory grade in the current semester and still be listed on the honor rolls.

**Junior/Community College**--A junior/community college is a two-year institution of higher education. Course offerings include transfer curricula with credits transferable toward a bachelor's degree at a four-year college, and occupational/technical programs with courses designed to prepare students for employment in two years.

**Lecture/Laboratory Classes**--Lecture and laboratory classes are the two most prominent types of classes in college. In lecture classes, students attend class on a regular basis and the instructor presents the course material. A laboratory or lab class requires students to perform certain functions in controlled situations that help them test and understand what they are being taught.

**Non-Credit Courses (Zero-Level)**--These are courses not meeting the requirements for a college degree or certificate. Non-credit courses may serve to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences and to fulfill high school curricular requirements.

**Open-Door Institution**--An open door institution has an admissions policy that offers admission to anyone, provided their high school class has graduated. A high school diploma or GED is not required under this policy.

**Prerequisite Courses**--Prerequisite courses are courses taken in preparation for another course. For example, Accounting I is a prerequisite course for Accounting II and Introduction to Psychology is a prerequisite for Developmental Psychology.

**Registrar**--The Registrar is responsible for the maintenance of all academic records and maintains class enrollments, provides statistical information on student enrollment, certifies athletic eligibility and student eligibility for honor rolls, administers probation and retention policies, and verifies the completion of degree requirements for graduation.

**Semester**--An academic year is composed of three (3) terms. Fall and spring semesters are 16 weeks in length; the summer semester lasts eight weeks; and mini-mester sessions last approximately two weeks. Typically, two mini-mesters are conducted each year. The spring mini-mester is scheduled in May and the summer mini-mester follows the summer term in August of each academic year.

**Student Support Services**--A federally funded program providing qualified students opportunities for academic development by assisting them to meet basic requirements, maintain retention efforts and complete their postsecondary education.

**Syllabus**--The syllabus is an instructor's action plan for the class. It is a listing of course objectives and a schedule of requirements, usually explaining the intent of the course and what the students'

responsibilities are, such as assigned readings, papers and testing dates.

**Transcripts**--Transcripts are the students' permanent academic records. Transcripts typically show courses taken, grades received, academic status and honors received.

Students may request official transcripts be sent to other educational institutions, to employers and to themselves by submitting a written request to the Admissions Office. All transcripts requested as "official" will be mailed in compliance with federal law regarding privacy rights of individual students. Transcript request forms are available in the Admissions Office at the Muskogee and Warner campuses and on the website under "Registrar".

**Official transcripts will not be released until all admission, enrollment and financial obligations have been met.**

**Tuition**--Tuition is the dollar amount paid for each credit hour of enrollment. Tuition does not include the cost of books or room and board. Tuition charges vary and are dependent on such factors as resident or out-of-state status, preparatory or college-level courses.

**Withdrawal**--Students may withdraw from either individual courses or from the college during a semester according to established procedures and dates. Current class schedules outline withdrawal procedures.

**Withdrawal from a single course**--Students must complete the following to withdraw or "drop" a class:

1. During the published drop/add period:
  - a. Complete the proper form in the Admissions Office. Courses dropped during the drop/add period will not be transcribed.
2. After the drop/add period but prior to the end of the 12<sup>th</sup> week of a regular semester or the sixth week of a summer or eight week course:
  - a. Secure the proper form from the Admissions Office.
  - b. Have your advisor complete the form and both you and the advisor sign.
  - c. Return completed form to the Admissions Office for processing.  
Students will receive a grade of "W" on their transcript.

Students may not initiate a withdrawal and receive a "W" from a single course after the last day to withdraw unless they have obtained special permission from the Sr. Vice-President for Academic and Student Affairs.

**Withdrawal from Connors**--Students desiring to completely withdraw from the College must complete the following:

1. Secure the proper form from the Admissions Office.
2. Complete the Exit Survey.
3. Obtain the signature of the Financial Aid Officer, a Bursar's Office official, Librarian, and Director of Housing (If applicable).
4. Return the form to the Admissions Office the day the paperwork is initiated.

Students will receive a grade of "W" in each class.

Students may not initiate a withdrawal and receive grades of "W" after the final exams have begun unless they have obtained special permission from the Sr. Vice-President for Academic and Student Affairs.

**If students leave the college and fail to officially withdraw from a single course or from all courses they were enrolled in,**

**grades of "F" will be assigned to each course. Withdrawal forms may be obtained from the Admissions Office.**

**Military Call to Active Duty**--Connors State College will make every effort to assist students who are called to active duty while enrolled. Military Call to Active Duty cases are processed through the Office of the Sr. Vice President for Academic and Student Affairs at the Warner Campus.



# DEGREES



## GRADUATION REQUIREMENTS

Each student candidate for an Associate in Arts, Associate in Science or Associate in Applied Science degree shall:

1. Complete specified degree or certificate requirements with a minimum grade point average of 2.00 ("C").
2. Complete a minimum of 60 semester credit hours. Exclusive of a physical education activity, military science, performance courses and preparatory or remedial courses ("0-level").

**Note:** Students must meet the degree requirements set forth in the Connors State College catalog current at the time of a student's initial enrollment. These requirements remain in effect as long as a student remains continuously enrolled (excluding summers) until graduation. **If a student does not remain continuously enrolled, the degree requirements in effect at the time of re-admission will apply.**

If degree requirements change while a student is continuously enrolled, the student may elect to meet the new requirements. However, the old and the new requirements may not be combined. The Admissions Office must be notified the semester prior to graduation.

If the student is unable to meet degree requirements because of changes and/or omissions in academic requirements or class offerings made by Connors State College, it is the student's responsibility to arrange approval by the Registrar and the Vice-President for Academic Services for an exception.

**Students should obtain a graduation check from the Admissions Office upon the completion of 30 college credits.**





# GENERAL EDUCATION REQUIREMENTS

*Requirements for Students for Academic Year 2016-2017*

Applicable to:

**ASSOCIATES in ARTS DEGREES**

**ASSOCIATE in SCIENCE DEGREES**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 *Comp I ENGL 1213* Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Mathematics	3	Any College Level Mathematics*
Sciences	7-10	Science (one must be a lab science) BIOL 1113 Intro to Environmental Science BIOL 1114 General Biology BIOL 1314 Anatomy and Physiology I BIOL 1324 Anatomy and Physiology II BIOL 1404 General Botany BIOL 1604* General Zoology BIOL 2104* Human Anatomy BIOL 2114* Human Physiology BIOL 2124* General Microbiology BIOL 1313 Human Ecology CHEM 1315* General Chemistry I CHEM 1515* General Chemistry II CHEM 2013* Organic Chemistry GEOL 1114 General Geology GPS 1104 General Physical Science PHYS 1114* General Physics I PHYS 1214* General Physics II PHYS 2014* Engineering Physics I PHYS 2114* Engineering Physics II
Humanities	6	Any course designated (H) ENGL 2543* English Literature to 1800 ENGL 2653* English Literature since 1800 ENGL 2773* American Literature to 1865 ENGL 2883* American Lit since 1865 HIST 1223 Early Civilization HIST 1323 Modern Civilization HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient Greece-Mid Ages HUMN 2223 Renaissance – Present HUMN 2300 Special Topics HUMN 2413 World Literature PHIL 1113 Intro to Philosophy
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
College Orientation	1	EDUC 1111 Orientation
Electives	3	Course from Psychology, Foreign Language, Social Science, Philosophy, Music, Drama, or Art
Additional Electives	0-4	Courses from Liberal Arts, Science, or Communications. Physical Education activity courses do not count toward graduation.
		*Course has prerequisite. See Course Description section of catalog.

## ABOUT THIS PROGRAM

**Total Hours: 61**

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION OF AGRICULTURE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: AGRICULTURE

## GENERAL EDUCATION REQUIREMENTS

37 HOURS

(\*Check catalog course listing section for prerequisites.)

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
Amer. History & Gov.	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sc	3	(S) (AGEC 1113)
Mathematics	3	College level mathematics
Natural Sciences	6-9	Must include one laboratory science
Humanities	6	Any course designated (H)
Additional General Ed.	4-7	(AGRI 2113; may include program courses)

## AGRICULTURE PROGRAM REQUIREMENTS

23 HOURS

AGRI 1111 and/or AGRI 2041	1-2	Agricultural Orientation and/or Career Development in Agriculture
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### Emphasis Area: 15-22 Hours

(Course suggestions only; may take any combination of Academic Agriculture course)

#### AGRICULTURE ECONOMICS/AGRIBUSINESS EMPHASIS

BUSN 2543; BUSN 2643; BUSN 2113; AGRO 1213 or HORT 1013 or NREM 1113; AGRO 1113 or AGRO 2124; ANSI 1124 or FDSC 1133; NREM 1014 or NREM 2013

#### AGRICULTURE COMMUNICATION EMPHASIS

AGCM 2113; AGLE 2303; AGRO 1213; ANSI 1124; BUSN 2543; ANSI 2253 or FDSC 2253 or FDSC 1133; AGRO 1113 or NREM 2013

#### AGRICULTURE EDUCATION EMPHASIS

AGRO 1213; AGRO 2124; ANSI 1124; HORT 1013; NREM 2013; ANSI 2253 or FDSC 2253 or FDSC 1133

#### AGRICULTURE & BIOSYSTEMS ENGINEERING EMPHASIS

AGRO 2124; BIOL 2124; PHYS 1114; PHYS 1214

#### AGRICULTURE LEADERSHIP EMPHASIS

AGLE 1511; AGLE 2303; AGLE 2403; ANSI 1124; NREM 2013; ANSI 2253 or FDSC 2253 or FDSC 1133; AGRO 1213 or HORT 1013

#### ANIMAL SCIENCE EMPHASIS

AGRO 1213; ANSI 1124; ANSI 2112; ANSI 2253; BUSN 2543 *Ranch Operations Emphasis*: AGRO 2124; CHEM 1515; AGRM 1002; AGRM 2012; AGRM 2103

#### EQUINE SCIENCE EMPHASIS

AGEQ 1225; AGEQ 1235; AGEQ 2225; AGEQ 2235; AGEQ 1113; AGEQ 1123; AGEQ 2123; AGEQ 2133

#### FOOD SCIENCE EMPHASIS

FDSC 1133; FDSC 2253; CHEM 1515; BIOL 2124

#### HORTICULTURE EMPHASIS

HORT 1013; AGRO 2124; HORT 2513; HORT 2613; BIOL 1404; AGRI 2313

#### NATURAL RESOURCES AND WILDLIFE ECOLOGY & MANAGEMENT EMPHASIS

AGRO 2124; NREM 1012; BIOL 1604; BIOL 1404; NREM 2013; NREM 1014 *Criminal Justice Emphasis (Game Warden)*: CJPS 1303; CJPS 2013; CJPS 2023; CJPS 2033; CJPS 2043

#### PLANT AND SOIL SCIENCE EMPHASIS

AGRO 1213; AGRO 2013; AGRO 2124; BIOL 1404; CHEM 1515

#### PRE-VETERINARY EMPHASIS

BIOL 1604; BIOL 2124; CHEM 1515; PHYS 1114; PHYS 1214

## AGRICULTURAL ELECTIVES<sup>1</sup>

0-7 HOURS

Any course(s) not already taken above (AGCM, AGEQ, AGED, AGEQ, AGRI, AGRM, ANSI, FESC, HORT, or NREM preferred.)

Maximum 3 hours allowed for Special Topics (ST) courses towards a degree.

<sup>1</sup>Consult Advisor for appropriate selections.

Courses used in Agriculture Program Requirements cannot be used for General Education Requirements and vice versa (i.e. courses may only be counted once).

**Total Hours: 63**

## Program Overview

The Associate of Science Degree in Agriculture is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of agricultural majors.

## Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION OF BUSINESS

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Business Administration**

OPTION: *Option A – Business Administration; Option B – NSU 2+2*

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
Computers	3	COMS 1133 Fund of Comp Usage
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Analytical & Quantitative Thought	3	MATH 1473 Applied Mathematics or MATH 1513 College Algebra
Science	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (HUMN)
College Orientation	1-3	EDUC 1111 College Orientation or EDUC 1113 Strategies for Success
Elective	3-4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts

## PROGRAM REQUIREMENTS 24 HOURS

### CORE COURSES: Business 12 HOURS

Course	Hours	Description
BUSN 2113	3	Macroeconomics
BUSN 2213	3	Microeconomics
BUSN 2543	3	Financial Accounting
BUSN 2643	3	Managerial Accounting
	12	Business Options

### Option A – Business Administration

Course	Hours	Description
BUSN 1113	3	Business Principles
BUSN 2133	3	Business Law
BUSN 2143	3	Principles of Management
BUSN 2423	3	Desktop Publishing
BUSN 2713	3	Principles of Marketing
BUSN 2733	3	Business Statistics
BUSN/COMS	6	Electives
COMS 1533	3	Spreadsheet Analysis

### Option B – NSU 2+2

Course	Hours	Description
BUSN 2133	3	Business Law
BUSN 2143	3	Principles of Management
BUSN 2713	3	Principles of Marketing
BUSN/COMS	3	Electives
COMS 1533	3	Spreadsheet Analysis

## ABOUT THIS PROGRAM

Total Hours: 61

### Program Overview

The Associate of Science Degree in Business Administration is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution and be successful. The program also prepares graduates with the appropriate academic knowledge and skills necessary to become productive and responsible members of the workforce.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.
- (3) Graduates will demonstrate an understanding of:
  - basic accounting concepts and principles
  - proficiency in personal computer applications
  - basic economic principles

### Fall/Spring Semester Classes Offered Online Every Semester

- BUSN 1113 Business Principles
- BUSN 2113 Macroeconomics
- BUSN 2133 Business Law
- BUSN 2213 Microeconomics
- BUSN 2543 Financial Accounting
- BUSN 2643 Managerial Accounting
- COMS 1133 Fund of Comp Usage

### Future Career Possibilities with a Business Administration Associate Degree

- Accounting & Billing Clerk
- Administrative Assistant
- Auditing Clerk
- Bank Teller
- Business Analyst
- Customer Service Representative
- Financial Services Planner
- Front Line Supervisor
- Hospital Admitting Specialist
- Human Services Specialist
- Insurance Sales Agent
- Office Manager
- Patient Advocate
- Real Estate Broker & Sales Agent
- Retail Sales Department Manager



# DIVISION OF COMMUNICATION & FINE ARTS

*Requirements for Students for Academic Year 2016-2017*

**ASSOCIATE OF ARTS**

**MAJOR: ARTS & LETTERS**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1513 or MATH 1473
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts

## PROGRAM REQUIREMENTS 24 HOURS

### CORE COURSES: English

Course	Hours	Description
EDUC 1111	1	College Orientation
ENGL 2113	3	Creative Writing
ENGL/HUMN 2413	3	World Literature
ENGL 2543	3	English Lit to 1800
ENGL 2643	3	English Lit from 1800
ENGL 2773	3	American Lit to 1865
ENGL 2883	3	American Lit from 1865
ENGL 2753	3	Native America Lit to 1800
ENGL 2763	3	Naïve American Lit from 1800
ENGL 2300	1-3	Special Topics

**CORE COURSES: Philosophy, Journalism, Speech, Art Music, and Humanities**  
Any course with a PHIL, JORN, SPCH, ART, MUSC, or HUMN designation

### Guided Electives 0-6 HOURS

(Recommended for students seeking teacher certification)

Course	Hours	Description
HLTH 1113	3	Personal Health
GEOG 2243	3	Introduction to Geography
PSYC 1113	3	Introduction to Psychology
SOCI 1113	3	Principles of Sociology

## ABOUT THIS PROGRAM

**Total Hours: 61**

### Program Overview

The Associates of Arts Degree in Arts & Letters involves study in modern and historical literature focusing on American and English works, in composition courses, criticism, analysis and concise communication of written course work, in speech, creative writing, and theater exploration of verbal and written self-expression. Classes are designed to allow student to acquire skills in writing and textual analysis designed to complement other academic studies, increase an aesthetic appreciation of the arts, and enhance later professional and personal goals.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.

### Career Opportunities

- (1) Administrative Asst.
- (2) Communications specialist
- (3) Copy Writer
- (4) Editor/Writer
- (5) English Teacher
- (6) Journalist
- (7) Public Relations
- (8) Newspaper/Magazine
- (9) Researcher





# DIVISION OF COMMUNICATION & Fine Arts

*Requirements for Students for Academic Year 2016-2017*

**ASSOCIATE OF ARTS**

**MAJOR: General Studies**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1513 or MATH 1453
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 24 HOURS

(Check catalog course listings for prerequisites)

### CORE COURSES: General Studies

Course	Hours	Description
EDUC 1111	1	College Orientation

### CORE COURSES

**At least one three-hour course must be taken from a minimum of four different disciplines (see listing below). Courses must be 1000 level or higher.<sup>1</sup>**

Agriculture (AGCM, AGED, AGLE, AGEQ<sup>2</sup>, AGRI, AGRO, ANSI)  
 Art (ART)  
 Biological Sciences (BIOL)  
 Business (BUSN)  
 Child Development (CHDV)  
 Chemistry (CHEM)  
 Criminal Justice (CJPS)  
 Computer Information Systems (COMS)  
 Education (EDUC)  
 English (ENGL)<sup>3</sup>  
 Family Consumer Science Education (FCSE)  
 Geography (GEOG)  
 History (HIST)  
 Health (HLTH)  
 Horticulture (HORT)  
 Humanities (HUMN)  
 Journalism (JORN)  
 Mathematics (MATH)  
 Music (MUSC)  
 Nursing (NURS)  
 Physical Education (PHED)<sup>4</sup>  
 Political Science (POLS)  
 Psychology (PSYC)  
 Religion (RELI)  
 Sociology (SOCL)  
 Spanish (SPAN)  
 Speech (SPCH)  
 Statistics (STAT)

## ABOUT THIS PROGRAM

<sup>1</sup>Two-one hour seminars WILL COUNT toward graduation requirements.

<sup>2</sup>Six hour riding laboratories WILL NOT COUNT toward graduation requirements.

<sup>3</sup>ENGL 2113 or higher.

<sup>4</sup>Physical Education Activity Classes WILL NOT COUNT toward graduation requirements.

**Total Hours: 61**

## PROGRAM OVERVIEW

The Associate of Arts Degree in General Studies is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

## Program Objectives

(1) Graduates will successfully transfer into a baccalaureate degree program of their choice.

(2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION OF COMMUNICATION & Fine Arts

*Requirements for Students for Academic Year 2016-2017*

**ASSOCIATE OF ARTS**

**MAJOR: Pre-Elementary Education**

## GENERAL EDUCATION REQUIREMENTS 38 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1513 or MATH 1473
Biological Science	4	BIOL 1114
Science	4	General Physical Science with a lab
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 23 HOURS (Check catalog course listings for prerequisites)

### CORE COURSES: Pre-Elementary

Course	Hours	Description
EDUC 1111	1	College Orientation

### CORE COURSES

#### Mathematics 3 Hours

MATH 2113 Modeling Geometry and Measurements

#### Life Skills 3 Hours

FCSE 1213 Introduction to Nutrition

HLTH 1113 Personal Health

#### Global Perspective 3 Hours

Second Language (state cert. requirement)\*\*\*

GEOG 2243 Introduction to Geography

#### Program Electives 13 Hours

ART 1113 Fundamentals of Art

ART 1213 Basic Drawing

HIST 1223 Early Civilization

HIST 1321 Modern Civilization

HUMN 1113 Art Appreciation

HUMN 2413 World Literature

SPCH 1013 Principles of Listening

ENGL 2113 Creative Writing

ENGL 2883 American Literature Since 1865

## ABOUT THIS PROGRAM

Prior to graduation from a 4-year college or university, students majoring in Elementary Education, Early Childhood, or Special Education must complete with a "C" or better a minimum of:

- 12 hours of Language Arts
- 12 hours of Social Science
- 12 hours of Mathematics
- 12 hours of Science

\*\*\*and they must demonstrate Foreign Language Proficiency (Spanish, Sign Language, etc.)

**Total Hours: 61**

## PROGRAM OVERVIEW

The Associate of Arts Degree in Pre-Education is designed to provide graduates with the foundation and skills necessary to obtain entrance into an elementary education degree program at a four-year institution.

## Program Objectives

(1) Graduates will successfully transfer into a baccalaureate degree program of their choice.

(2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION OF COMMUNICATION & FINE ARTS

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Enterprise Development**

OPTION: **General Studies**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1513 or MATH 1453
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS

24 HOURS

(Check catalog course listings for prerequisites)

### CORE COURSES: General Studies

Course	Hours	Description
EDUC 1111	1	College Orientation

### CORE COURSES

A minimum of 23 college-level hours selected from student's area of interest as directed by the advisor. In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences.** (see listing below). Courses must be 1000 level or higher.<sup>1</sup>

Agriculture (AGCM, AGED, AGLE, AGEQ<sup>2</sup>, AGRI, AGRO, ANSI)  
 Art (ART)  
 Biological Sciences (BIOL)  
 Business (BUSN)  
 Child Development (CHDV)  
 Chemistry (CHEM)  
 Criminal Justice (CJPS)  
 Computer Information Systems (COMS)  
 Education (EDUC)  
 English (ENGL)<sup>3</sup>  
 Family Consumer Science Education (FCSE)  
 Geography (GEOG)  
 History (HIST)  
 Health (HLTH)  
 Horticulture (HORT)  
 Humanities (HUMN)  
 Journalism (JORN)  
 Mathematics (MATH)  
 Music (MUSC)  
 Nursing (NURS)  
 Physical Education (PHED)<sup>4</sup>  
 Political Science (POLS)  
 Psychology (PSYC)  
 Religion (RELI)  
 Sociology (SOCI)  
 Spanish (SPAN)  
 Speech (SPCH)  
 Statistics (STAT)

## ABOUT THIS PROGRAM

<sup>1</sup>Two-one hour seminars WILL COUNT toward graduation requirements.

<sup>2</sup>Six hour riding laboratories WILL NOT COUNT toward graduation requirements.

<sup>3</sup>ENGL 2113 or higher.

<sup>4</sup>Physical Education Activity Classes WILL NOT COUNT toward graduation requirements.

Total Hours: 61

## Reach Higher Admissions

1. Have at least 18 hours of college credit
2. Have a minimum 2.0 GPA from previous college credits
3. Have completed any required remedial courses

## Program Overview

This program is for working adults who want to finish their college degree from a state college. Reach Higher is Oklahoma's flexible, affordable degree completion program. It is a second chance to finish your degree while you keep your normal routine, maintain your normal work hours and still have time for your family. Two-year graduates will be assured of full transfer of credits into the Reach Higher Program. The Reach Higher associate program provides on-campus and online class options, personalized schedules and courses of study that meet career goals.

## Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.

## Scholarships

CSC offers the Muskogee Difference Healthcare Scholarship for nursing students who live in Muskogee County and plan on staying in Muskogee County to work.



# DIVISION OF BUSINESS

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Enterprise Development**

OPTION: **Business Administration**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1513 or MATH 1453
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 23 HOURS

(Check catalog course listings for prerequisites)

### CORE COURSES: Business Administration

Course	Hours	Description
EDUC 1111	1	College Orientation
BUSN 2113	3	Macroeconomics
BUSN 2213	3	Microeconomics
BUSN 2543	3	Financial Accounting
BUSN 2643	3	Managerial Accounting
BUSN 2713	3	Principles of Marketing
BUSN/COMS	7	Electives

## ABOUT THIS PROGRAM

<sup>1</sup>Two-one hour seminars WILL COUNT toward graduation requirements.

<sup>2</sup>Six hour riding laboratories WILL NOT COUNT toward graduation requirements.

<sup>3</sup>ENGL 2113 or higher.

<sup>4</sup>Physical Education Activity Classes WILL NOT COUNT toward graduation requirements.

**Total Hours: 60**

### Reach Higher Admissions

1. Have at least 18 hours of college credit
2. Have a minimum 2.0 GPA from previous college credits
3. Have completed any required remedial courses

### Program Overview

This program is for working adults who want to finish their college degree from a state college. Reach Higher is Oklahoma's flexible, affordable degree completion program. It is a second chance to finish your degree while you keep your normal routine, maintain your normal work hours and still have time for your family. Two-year graduates will be assured of full transfer of credits into the Reach Higher Program. The Reach Higher associate program provides on-campus and online class options, personalized schedules and courses of study that meet career goals.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Biological Science**

OPTION: *Allied Health*

## GENERAL EDUCATION REQUIREMENTS 30 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Analytical & Quantitative Thought	3	MATH 1513 College Algebra
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 31 HOURS (Check catalog listings for prerequisites)

### CORE COURSES: Allied Health 14 HOURS

Course	Hours	Description
EDUC 1111	1	College Orientation
CHEM 1315	5	General Chemistry I
BIOL 1123	3	Evolution & Diversity
BIOL 1131	1	Investigative Laboratory
BIOL 1114	4	General Biology

### Biology Electives 12 HOURS

Course	Hours	Description
BIOL 1314	4	<b>GROUP I</b> Anatomy & Physiology I
BIOL 1324	4	Anatomy & Physiology II
BIOL 2124	4	General Microbiology
		<b>OR</b>
BIOL 2104	4	<b>GROUP II</b> Human Anatomy
BIOL 2114	4	Human Physiology
BIOL 2124	4	General Microbiology

### Electives 1-7 Hours

Course	Hours	Description
CHEM 1515	5	Chemistry II
MATH 1613	3	Trigonometry
BIOL 1604	4	General Zoology
STAT 2013	3	Elementary Statistics
MATH 2214	4	Calculus I
MATH 2234	4	Calculus II
PSYC 1113	3	General Psychology
SYC 1113	3	General Physics I
PHYS 1214	4	General Physics II
GEOG	3	Introduction to Geography
FCSE 1213	3	Introduction to Nutrition
NURS 1003	3	Medical Terminology
SOCI 1113	3	Principles of Sociology

## ABOUT THIS PROGRAM

### Total Hours: 61

**IMPORTANT: Please Note**  
(Classes below are provided online every semester.)

#### OFFERED FALL SEMESTER ONLY

- MATH2214 Calculus I
- PHYS1114 General Physics I
- BIOL1404 General Botany (every other fall)
- BIOL2403 General Entomology (every other fall)

#### OFFERED SPRING SEMESTER ONLY

- MATH2234 Calculus II
- BIOL1604 General Zoology
- PHYS1214 General Physics II

### Program Overview

The goal of the Associate in Science (AS) Biological Science, Option: Allied Health major is to stimulate an appreciation for the biological sciences in their direct relationship to human welfare and to enhance the ability of the student to be successful when entering health related program.

### Program Objectives

1. Graduates will successfully transfer Associate of Science courses to a four-year college or university.
2. Graduates will:
  - a. Demonstrate an understanding of basic organic chemistry and relationship to biological systems.
  - b. Demonstrate an understanding of basic cellular and molecular biology.
  - c. Identify and recognize basic tissues types and histological preparations.
  - d. Demonstrate an understanding of reproductive processes in living organisms.
  - e. Demonstrate environmental and ecological awareness.
  - f. Demonstrate an understanding of physiological and metabolic processes of living organisms.
  - g. Identify anatomical structures and details of living organisms.
  - h. Demonstrate an understanding of evolutionary concepts.
  - i. Classify living organisms to taxonomic principles.
  - j. Apply critical thinking skills to analyze and solve application problems in biological sciences.
  - k. Perceive science from a global perspective.
  - l. Develop an understanding of scientific thinking and its place in developing effective citizenship skills.





# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Biological Science**

OPTION: *General Biology*

## GENERAL EDUCATION REQUIREMENTS 30 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Analytical & Quantitative Thought	3	MATH 1513 College Algebra
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 31 HOURS

(Check catalog listings for prerequisites)

## CORE COURSES: Biology 14 HOURS

Course	Hours	Description
EDUC 1111	1	College Orientation
CHEM 1315	5	General Chemistry I
BIOL 1123	3	Evolution & Diversity
BIOL 1131	1	Investigative Laboratory
BIOL 1114	4	General Biology

## Biology Electives 12-18 HOURS

Course	Hours	Description
BIOL 1113	3	Intro to Environmental Science
BIOL 1404	4	General Botany
BIOL 1604	4	General Zoology
BIOL 2124	4	General Microbiology
BIOL 2104	4	Human Anatomy
BIOL 2114	4	Human Physiology
BIOL 2403	3	General Entomology
CHEM 1515	5	Chemistry II

## Electives 1-7 Hours

Course	Hours	Description
STAT 2013	5	Elementary Statistics
GEOG	3	Introduction to Geography
MATH 1613	4	Trigonometry
MATH 2213	3	Calculus I
MATH 2234	4	Calculus II
PHYS 1114	4	General Physics I
PHYS 1214	3	General Physics II
SOCI 1113	3	Principles of Sociology

## ABOUT THIS PROGRAM

**Total Hours: 61**

**IMPORTANT: Please Note**

### OFFERED FALL SEMESTER ONLY

- MATH 2214 Calculus I
- PHYS 1114 General Physics I
- BIOL 1404 General Botany
  - Offered every other fall
- BIOL 2403 General Entomology
  - Offered every other fall

### OFFERED SPRING SEMESTER ONLY

- MATH 2234 Calculus II
- BIOL 1604 General Zoology
- PHYS 1214 General Physics II

## Program Overview

The goal of the Associate in Science (AS) Biological Science, Option: General Biology major is the development of a fundamental understanding of the basic principles, concepts, and practices employed by biologist in characterizing the nature and function of living organisms. This program is particularly well suited to prepare students who seek degrees for careers in biology or related areas.

## Program Objectives

1. Graduates will successfully transfer Associate of Science courses to a four-year college or university.
2. Graduates will:
  - a. Demonstrate an understanding of basic organic chemistry and its relationship to biological systems.
  - b. Demonstrate an understanding of basic cellular and molecular biology.
  - c. Identify and recognize basic tissues types and histological preparations.
  - d. Demonstrate an understanding of reproductive processes in living organisms.
  - e. Demonstrate an awareness of environmental and ecological awareness.
  - f. Demonstrate an understanding of physiological and metabolic processes of living organisms.
  - g. Identify anatomical structures and details of living organisms.
  - h. Demonstrate an understanding of evolutionary concepts.
  - i. Classify living organisms to taxonomic principles.
  - j. Demonstrate an understanding of the basic concepts of Chemistry.
  - k. Apply critical thinking skills to analyze and solve application problems in biological sciences.
  - l. Perceive science from a global perspective.
  - m. Develop an understanding of scientific thinking and its place in developing effective citizenship skills.



# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Biological Science**

OPTION: *Pre-Medical Professional*

## GENERAL EDUCATION REQUIREMENTS 30 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Analytical & Quantitative Thought	3	MATH 1513 College Algebra
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 31 HOURS (Check catalog listings for prerequisites)

### CORE COURSES: Biology 14 HOURS

Course	Hours	Description
EDUC 1111	1	College Orientation
CHEM 1315	5	General Chemistry I
BIOL 1123	3	Evolution & Diversity
BIOL 1131	1	Investigative Laboratory
BIOL 1114	4	General Biology

### Guided Electives 12-16 HOURS

Course	Hours	Description
BIOL 2124	4	General Microbiology
BIOL 2104	4	Human Anatomy
BIOL 2114	4	Human Physiology
CHEM 1515	5	Chemistry II
MATH 1613	3	Trigonometry

### Physics 4-8 Hours

Course	Hours	Description
PHYS 1114	4	General Physics I
PHYS 1214	4	General Physics II

### Electives 1-7 Hours

Course	Hours	Description
BIOL 1604	4	General Zoology
STAT 2013	3	Elementary Statistics
MATH 2214	4	Calculus I
MATH 2234	4	Calculus II
SOCI 1113	3	Principles of Sociology

## ABOUT THIS PROGRAM

**IMPORTANT: Please Note  
For Traditional Courses Only  
(Classes below are provided online every semester.)**

### OFFERED FALL SEMESTER ONLY

- MATH 2214 Calculus I
- PHYS 1114 General Physics I

### OFFERED SPRING SEMESTER ONLY

- MATH 2234 Calculus II
- BIOL 1604 General Zoology
- PHYS 1214 General Physics II

**Total Hours: 61**

## Program Objectives

1. Graduates will successfully transfer Associate of Science courses to a four-year college or university.
2. Graduates will:
  - a. Demonstrate an understanding of basic organic chemistry and its relationship to biological systems.
  - b. Demonstrate an understanding of basic cellular and molecular biology.
  - c. Identify and recognize basic tissues types and histological preparations.
  - d. Demonstrate an understanding of reproductive processes in living organisms.
  - e. Demonstrate an understanding of physiological and metabolic processes of living organisms.
  - f. Identify anatomical structures and details of living organisms.
  - g. Demonstrate an understanding of evolutionary concepts.
  - h. Classify living organisms to taxonomic principles.
  - i. Demonstrate an understanding of the basic concepts of Chemistry.
  - j. Demonstrate an understanding of the basic concepts of physics.
  - k. Apply critical thinking skills to analyze and solve application problems in biological sciences.
  - l. Perceive science from a global perspective.
  - m. Develop an understanding of scientific thinking and its place in developing effective citizenship skills.



# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Mathematics**

GENERAL EDUCATION REQUIREMENTS 27 HOURS		
Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
Computer	3	COMS 1113 Fundamentals of Computer Usage
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts
PROGRAM REQUIREMENTS 34 HOURS (Check catalog listings for prerequisites)		
CORE COURSES: Mathematics 16-17 HOURS		
Course	Hours	Description
EDUC 1111 <b>Option 1</b>	1	College Orientation
MATH 1513	3	College Algebra
MATH 1613	3	Trigonometry
MATH 2214	4	Calculus I
MATH 2234	4	Calculus II
STAT 2013	3	Elementary Statistics
<b>Option 2</b>		
MATH 1715	5	College Algebra & Trigonometry
MATH 2214	4	Calculus I
MATH 2234	4	Calculus II
STAT 2013	3	Elementary Statistics
Physics 8 Hours		
Course	Hours	Description
PHYS 1114	4	General Physics I
PHYS 1214	4	General Physics II
Electives 8-9 Hours		
Course	Hours	Description
BIOL 1114	4	General Biology
BIOL 1404	4	General Botany
BIOL 1604	4	General Zoology
CHEM 1315	5	General Chemistry I
CHEM 1515	5	General Chemistry II
COMS 1503	3	Basic
COMS 1513	3	Visual Basic
MATH 1493	3	Math Structures
MATH 2113	3	Modeling: Geometry & Measurement

ABOUT THIS PROGRAM
<b>Total Hours: 61</b>
<b>IMPORTANT: Please Note</b>
<u>OFFERED FALL SEMESTER ONLY</u>
<ul style="list-style-type: none"> <li>MATH 2214 Calculus I</li> <li>PHYS 1114 General Physics I</li> <li>BIOL 1604 General Zoology               <ul style="list-style-type: none"> <li>Offered every other fall</li> </ul> </li> </ul>
<u>OFFERED SPRING SEMESTER ONLY</u>
<ul style="list-style-type: none"> <li>MATH 2234 Calculus II</li> <li>PHYS 1214 General Physics II</li> <li>BIOL 1604 General Zoology</li> <li>MATH 2113 Modeling: Geometry &amp; Measurement (Online only)</li> </ul>
<b>Program Overview</b>
To provide the student with mathematics related educational requisites to satisfy general education curriculum and lower division requirements leading to a bachelor's degree in mathematics or mathematics related fields of study. Students who wish to teach mathematics should pursue this associate in science degree.
<b>Program Objectives</b>
1. Graduates will demonstrate that they are academically prepared to succeed in a four year degree program.  2. Graduates will demonstrate the ability to: <ul style="list-style-type: none"> <li>Use basic trigonometric functions to solve equations and applications problems involving triangles.</li> <li>Apply the basic concepts of derivatives and integrals to solve application problems such as finding the area under a curve or the equation of a tangent to a curve at a particular point.</li> <li>Students will demonstrate knowledge of more sophisticated mathematical concepts such as improper integrals, infinite series, and parametric equations.</li> <li>Apply the principles of algebra, trigonometry, and calculus to the development and application of physical concepts.</li> <li>Apply critical thinking skills to analyze and solve application problems in mathematics.</li> <li>Perceive mathematics from a global perspective</li> <li>Develop an understanding of mathematical thinking and its place in developing effective citizenship skills.</li> </ul>



# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Physical Education**

## GENERAL EDUCATION REQUIREMENTS 38 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Mathematics	3	MATH 1513 or MATH 1473
Science	3-4	Science
Lab Science	4-5	Lab Science
Computer	3	COMS 1113 Fundamentals of Computer Usage
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 23 HOURS (Check catalog listings for prerequisites)

### CORE COURSES: Physical Education 14 HOURS

Course	Hours	Description
EDUC 1111	1	College Orientation
HLTH 1113	3	Personal Health
HLTH 1122	2	First Aid
HLTH 2383	3	Care & Prevention of Athletic Injuries
PHED 2512	2	Motor Learning
PHED 2133	3	Foundations of Physical Education

### Education Majors 5 Hours

Course	Hours	Description
HLTH 2312	2	Health of School Child
HLTH 2353	3	Community Health

### Electives 4-12 Hours

Course	Hours	Description
EDUC 1113	3	Strategies for Success
PSYC 1113	3	Introduction to Psychology
PSYC 2113	3	Psychology of Personality Adjustment
SOCI 1113	3	Principles of Sociology
SOCI 2323	3	Social Problems
PHED 2142	2	Theory of Coaching Baseball or
or PHED 2152	2	Theory of Coaching Basketball
PHED 2223	3	Legal Aspects of Sports
PHED 2562	2	Sports Officiating

## ABOUT THIS PROGRAM

**IMPORTANT: Please Note  
For Traditional Courses Only  
(Classes below are provided online every semester.)**

### OFFERED FALL SEMESTER ONLY

- HLTH 2312 Health of School Child
- PHED 2142 Theory of Coaching Baseball
- PHED 2152 Theory of Coaching Basketball

### OFFERED SPRING SEMESTER ONLY

- HLTH 2383 Care and Prevention of Athletic Injuries
- PHED 2512 Motor Learning
- PHED 2133 Foundations of Physical Education
- PHED 2223 Legal Aspects of Sports

**Total Hours: 61**

## Program Objectives

1. Graduates will demonstrate that they are academically prepared to succeed in a four year degree program.
2. Graduates will demonstrate:
  - Understanding of the basic concepts of physical education.
  - Understanding of the basic concepts of health.
  - Understanding of the basic concepts of nutrition.
  - Understanding of the basic concepts of social science.
  - Understanding of the impact of physical education, health, nutrition, and social science on developing effective citizenship skills.
  - Proficient public speaking.
  - Application of critical thinking skills to problems involving physical education, health, nutrition, and social science.
  - Global perception of physical education.



# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Physical Education**

OPTION: *Athletic Training*

## GENERAL EDUCATION REQUIREMENTS 38 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Mathematics	3	MATH 1513 or MATH 1473
Science	3-4	Science
Lab Science	4-5	Lab Science
Computer	3	COMS 1113 Fundamentals of Computer Usage
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 23 HOURS

(Check catalog listings for prerequisites)

### CORE COURSES: Physical Education 14 HOURS

Course	Hours	Description
EDUC 1111	1	College Orientation
HLTH 1113	3	Personal Health
HLTH 1122	2	First Aid
HLTH 2383	3	Care & Prevention of Athletic Injuries
PHED 2512	2	Motor Learning
PHED 2133	3	Foundations of Physical Education

### Athletic Training 12 Hours

Course	Hours	Description
PHED 1713	3	Introduction to Athletic Training
PHED 1813	3	Sports Nutrition
PHED 2664	4	Assessment and Management of Musculoskeletal Injuries
PHED 2222	2	Introduction to Kinesiology

### Electives 0-15 Hours

Course	Hours	Description
EDUC 1113	3	Strategies for Success
HLTH 2312	2	Health of School Child
HLTH 2353	3	Community Health
PHED 2142 or PHED 2152	2	Theory of Coaching Baseball or Theory of Coaching Basketball
PHED 2223	3	Legal Aspects of Sports
PHED 2562	2	Sports Officiating

## ABOUT THIS PROGRAM

**IMPORTANT: Please Note  
For Traditional Courses Only  
(Classes below are provided online every semester.)**

### OFFERED FALL SEMESTER ONLY

- PHED 1713 Intro to Athletic Training
- PHED 1813 Sports Nutrition
- HLTH 2312 Health of School Child
- PHED 2142 Theory of Coaching Baseball
- PHED 2152 Theory of Coaching Basketball

### OFFERED SPRING SEMESTER ONLY

- HLTH 2383 Care and Prevention of Athletic Injuries
- PHED 2512 Motor Learning
- PHED 2133 Foundations of Physical Education
- PHED 2664 Assessment and Management of Musculoskeletal Injuries
- PHED 2222 Intro to Kinesiology
- PHED 2223 Legal Aspects of Sports

**Total Hours: 61**

## Program Objectives

1. Graduates will demonstrate that they are academically prepared to succeed in a four year degree program.
2. Graduates will demonstrate:
  - Understanding of the basic concepts of physical education and athletic training.
  - Understanding of the basic concepts of health.
  - Understanding of the basic concepts of nutrition and its impact on athletes.
  - Understanding of the impact of physical education, health, and nutrition on developing effective citizenship skills.
  - Proficient public speaking.
  - Application of critical thinking skills to problems involving physical education, athletic training, health, and nutrition.
  - Global perception of physical education.





# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Physical Education**

OPTION: *Health and Wellness*

## GENERAL EDUCATION REQUIREMENTS 38 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Mathematics	3	MATH 1513 or MATH 1473
Science	3-4	Science
Lab Science	4-5	Lab Science
Computer	3	COMS 1113 Fundamentals of Computer Usage
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 23 HOURS (Check catalog listings for prerequisites)

### CORE COURSES: Physical Education 14 HOURS

Course	Hours	Description
EDUC 1111	1	College Orientation
HLTH 1113	3	Personal Health
HLTH 1122	2	First Aid
HLTH 2383	3	Care & Prevention of Athletic Injuries
PHED 2512	2	Motor Learning
PHED 2133	3	Foundations of Physical Education

### Health and Wellness 6 Hours

Course	Hours	Description
NURS 1003	3	Medical Terminology
FCSE 1213	3	Introduction to Nutrition

### Electives 3-18 Hours

Course	Hours	Description
EDUC 1113	3	Strategies for Success
PHED 1813	3	Sports Nutrition
HLTH 2312	2	Health of School Child
HLTH 2353	3	Community Health
PHED 2142	2	Theory of Coaching Baseball or
or PHED 2152	2	Theory of Coaching Basketball
PHED 2223	3	Legal Aspects of Sports
PHED 2562	2	Sports Officiating

## ABOUT THIS PROGRAM

**IMPORTANT: Please Note  
For Traditional Courses Only  
(Classes below are provided online every semester.)**

### OFFERED FALL SEMESTER ONLY

- HLTH 2312 Health of School Child
- PHED 1813 Sports Nutrition
- PHED 2142 Theory of Coaching Baseball
- PHED 2152 Theory of Coaching Basketball

### OFFERED SPRING SEMESTER ONLY

- HLTH 2383 Care and Prevention of Athletic Injuries
- PHED 2512 Motor Learning
- PHED 2133 Foundations of Physical Education
- PHED 2223 Legal Aspects of Sports

**Total Hours: 61**

## Program Objectives

1. Graduates will demonstrate that they are academically prepared to succeed in a four year degree program.
2. Graduates will demonstrate:
  - Understanding of the basic concepts of physical education.
  - Understanding of the basic concepts of health.
  - Understanding of the basic concepts of nutrition.
  - Understanding of the basic concepts of social science.
  - Understanding of the impact of physical education, health, nutrition, and social science on developing effective citizenship skills.
  - Proficient public speaking.
  - Application of critical thinking skills to problems involving physical education, health, nutrition, and social science.
  - Global perception of physical education.



# DIVISION OF MATHEMATICS & SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF SCIENCE

MAJOR: **Physical Science**

GENERAL EDUCATION REQUIREMENTS 27 HOURS		
Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sciences	3	SPCH 1113 Intro to Oral Communications
Computer	3	COMS 1113 Fundamentals of Computer Usage
Humanities	6	Any course designated (H)
Electives	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts
PROGRAM REQUIREMENTS 36 HOURS (Check catalog listings for prerequisites)		
CORE COURSES 14 HOURS		
Course	Hours	Description
EDUC 1111	1	College Orientation
MATH 1513	3	College Algebra
MATH 1613	3	Trigonometry
MATH 2214	4	Calculus I
MATH 2234	4	Calculus II
or		or
MATH 1715	5	College Algebra & Trigonometry
CHEM 1315	5	General Chemistry I
CHEM 1515	5	General Chemistry II
PHYS 1114	4	General Physics I
PHYS 1214	4	General Physics II
Or		Or
PHYS 2014	4	Engineering Physics I
PHYS 2114	4	Engineering Physics II
Electives 4-5 Hours		
Course	Hours	Description
GEOL 1114	4	General Geology
STAT 2013	3	Elementary Statistics
MATH 1493	3	Math Structures
MATH 2113	3	Modeling: Geometry & Measurement

ABOUT THIS PROGRAM
<p><b>IMPORTANT: Please Note</b>  <b>For Traditional Courses Only</b>  <b>(Classes below are provided online every semester.)</b></p> <p><u>OFFERED FALL SEMESTER ONLY</u></p> <ul style="list-style-type: none"> <li>MATH 2214 Calculus I</li> <li>PHYS 1114 General Physics I</li> </ul> <p><u>OFFERED SPRING SEMESTER ONLY</u></p> <ul style="list-style-type: none"> <li>MATH 2234 Calculus II</li> <li>PHYS 1214 General Physics II</li> <li>MATH 2113 Modeling: Geometry &amp; Measurement <ul style="list-style-type: none"> <li>Online only</li> </ul> </li> </ul> <p><b>Total Hours: 61</b></p> <p><b>Program Objectives</b></p> <ol style="list-style-type: none"> <li>Graduates will demonstrate that they are academically prepared to succeed in a four year degree program.</li> <li>Graduates will demonstrate proficiency in: <ul style="list-style-type: none"> <li>The basic physical concepts of mechanics, heat, sound, electricity, magnetism and light, and the relationship of these concepts in the physical world.</li> <li>The nature of underlying scientific processes in the acquisition of chemical knowledge.</li> <li>The current principles and modern practices used in solving chemical problems.</li> <li>Metric measurement and chemical nomenclature as established by IUPAC (International Union of Pure and Applied Chemistry)</li> <li>The solving of chemistry, science, and engineering problems.</li> <li>The scientific method and its application I a broad area of general science</li> <li>Applying the principles of algebra, trigonometry, and calculus to the development and application of physical concepts.</li> <li>Apply critical thinking skills to analyze and solve application problems in physical sciences.</li> <li>Perceive science from a global perspective.</li> <li>Develop an understanding of scientific thinking and its place in developing effective citizen skills.</li> </ul> </li> </ol>



# DIVISION NURSING AND ALLIED HEALTH

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF APPLIED SCIENCE

MAJOR: **Physical Therapist Assistant\*\*\***

## GENERAL EDUCATION REQUIREMENTS 36 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications or COMS 1113 Fundamentals of Comp Usage
College Mathematics	3	MATH 1513 or MATH 1473
Technical Support Courses	4	BIOL 1114 General Biology
Technical Support Courses	4	BIOL 2104 Human Anatomy
Technical Support Courses	4	BIOL 2114 Human Physiology
Technical Support Courses	3	NURS 1003 Medical Terminology
Behavioral Science	3	PSYC 1113 Introduction to Psychology

## TECHNICAL OCCUPATIONAL SPECIALITY COURSES 34 HOURS

### CORE COURSES: ICTC

#### Semester 1

Course	Hours	Description
PTAT 1011	1	Introduction to Physical Therapy
PTAT 1012	2	Kinesiology for Physical Therapist Assistants (with lab)
PTAT 1122	2	Pathophysiology for Physical Therapist Assistants
PTAT 1203	3	Basic Patient Care Skills

#### Semester 2

Course	Hours	Description
PTAT 1033	3	Therapeutic Exercise I (with lab)
PTAT 1023	3	Physical Agents (with lab)
PTAT 1232	2	Clinical Procedures (with lab)
PTAT 2033	3	Therapeutic Exercise II (with lab)
PTAT 1212	2	Clinical Practice I

#### Semester 3

Course	Hours	Description
PTAT 2011	1	Orthopedic Management for Physical Therapist Assistants
PTAT 2043	3	Neurology and Rehabilitation for Physical Therapist Assistants (with lab)
PTAT 2124	4	Clinical Practice II
PTAT 2121	1	Professional Issues
PTAT 2134	4	Clinical Practice III

## ABOUT THIS PROGRAM

Total Hours: 70

### Program Overview

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

\*\*\*CSC/ICTC is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on December 1, 2016. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

### Program Objectives

(1) The graduate of this program is eligible to apply for the National Physical Therapy Examination for physical therapist assistant.



# DIVISION NURSING AND ALLIED HEALTH

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF APPLIED SCIENCE (AAS)

ASSOCIATE OF SCIENCE (AS)

MAJOR: Nursing

GENERAL EDUCATION REQUIREMENTS 20 HOURS		
Area	Hours	To Be Selected From:
Orientation	1	EDUC 1111
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
Amer. History & Govt	6	HIST 1483 or 1493 POLS 1113
Science	4	BIOL 1314 Anatomy & Physiology I
Science*	4	BIOL 1324* Anatomy & Physiology II
Support and Related Courses 10 Hours		
Science*	4 3 3	BIOL* 2124 General Microbiology FCSE 1213 Introduction to Nutrition PSYC 1113 Introduction to Psychology
PROGRAM REQUIREMENTS 42 HOURS (Check catalog listings for prerequisites)		
Course	Hours	Description
#NURS 1117	7	Foundations of Nursing
#NURS 1132	2	Math for Nurses
*#NURS 1228	8	Adaptations of the Family
*#NURS 1223	3	Clinical Practicum
*#NURS 2137	7	Maladaptive States I
*#NURS 2133	3	Clinical Practicum I
*#NURS 2247	7	Maladaptive States II
*#NURS 2243	3	Clinical Practicum II
*#NURS2252	2	Trends and Issues
Option: Associate of Science (AS) in Pre-Nursing, Generic BSN Preparation		
General Education Requirements 34 Hours		
Course	Hours	Description
Orientation	1	EDUC 1111
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
Amer. History & Government	6	HIST 1483 or HIST 1493 POLS 1113
Social & Behavioral Sciences	3	PSYC 1113 Introduction to Psychology
Nutrition	3	FCSE 1213 Introduction to Nutrition
Communication	3	SPCH 1113 Intro to Communication
Computers	3	COMS 1133 Fundamentals of Computers
Humanities	6	Any course with (H) designation)
Mathematics	6	MATH 1513 or MATH 1473
Option: BSN Prep	30 Hours	Program Support Courses
Course	Hours	Description
*STAT 2013	3	Elementary Statistics
*CHEM 1315	5	General Chemistry I
BIOL 1114 or BIOL 1604	4	General Biology or General Zoology
*BIOL 2104	4	Human Anatomy
*BIOL 2114	4	Human Physiology
*BIOL 2124	4	General Microbiology
SOCI 1113	3	Principles of Sociology
*PSYC	3	Developmental Psychology

## ABOUT THIS PROGRAM

**Total Hours: 72**

### RELATED COURSE (LPN to RN PROGRAM)

#### General Education Requirements Plus

#NURS 2223 Transition to Professional Nursing.....3

\*#NURS 2137 Maladaptive States I .....7

\*#NURS 2133 Clinical Practicum I .....3

\*#NURS 2247 Maladaptive States II .....7

\*#NURS Clinical Practicum II .....3

\*#NURS 2252 Trends and Issues .....2

#### Recommended Elective

NURS 1003 Medical Terminology.....3

NURS 1002 Success in Nursing.....2

\*Course has a pre-requisite

# Requires acceptance in the program

All General Education Courses and Support Courses must be completed with a "C" or higher.

### Student Learning Outcomes

1. Provide competent nursing care to meet the physical, psycho-emotional, social, spiritual, and cultural needs of clients in a variety of settings where policies and procedures are specified and guidance are available.
2. Utilize the nursing process as a means for problem solving in order to promote the adaptation of clients across the life span.
3. Organize nursing care for a group of clients through delegation of care and consultation with other members of the health care team as needed to restore optimal health, prevent illness, or promote wellness.
4. Accept accountability for nursing practice and responsibility for professional growth.



# DIVISION NURSING AND ALLIED HEALTH

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF APPLIED SCIENCE (AAS)

MAJOR: Occupational Therapy Assistant

## GENERAL EDUCATION REQUIREMENTS 31 HOURS

Area	Hours	To Be Selected From:
Orientation	1	EDUC 1111 College Orientation
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Behavioral Science	3	PSYC 1113 General Psychology
College Mathematics	3	College Mathematics
Science	4	BIOL 1114 General Biology
Science	8	BIOL 2104 Human Anatomy BIOL 2114 Human Physiology

## PROGRAM REQUIREMENTS 32 HOURS

(Check catalog course listings for Pre-requisites.)

### Technical Occupational Support 6 Hours

Course	Hours	Description
NURS 1003	3	Medical Terminology
PSYC 2313	3	Developmental Psychology

### Technical Occupational Specialty (ICTC) 18 Hours

OTAT 1012	2	Intro to Occupational Therapy w/lab
OTAT 2212	1	Disease Pathology
OTAT 2020	1	Fieldwork IA
OTAT 1023	2	Kinesiology for OTA w/lab
OTAT 2113	2	Physical Dysfunction/Treatment Techniques
OTAT 2101	1	Therapeutic Activities w/lab
OTAT 2002	1	Health Care system & Occupational Therapy Management
OTAT 2121	1	Fieldwork IB
OTAT 2133	2	Pediatric Care in Occupational Therapy w/lab
OTAT 1101	1	Therapeutic Media
OTAT 2153	2	Psychosocial Dysfunction/Treatment Techniques
OTAT 2143	2	Elder Care in Occupational Therapy

### Technical Occupational Related Courses 8 HOURS

Course	Hours	Description
OTAT 2205	2	Fieldwork IIA
OTAT 2215	6	Fieldwork IIB
		*A felony conviction may affect a graduate's ability to take the NBCOT Certification examination or attain state licensure. The National Board for Certification in Occupational Therapy (NBCOT) offers an "early determination" review to individuals with a felony background who are considering entering an educational program. For further information call (301) 990-7979 or visit their website at <a href="http://www.nbcot.org">www.nbcot.org</a> .

## ABOUT THIS PROGRAM

Total Hours: 63

### ADMISSION CRITERIA

1. Completed Applications
2. High School Diploma or GED (as evidenced by transcript)
3. Minimum college GPA 2.5 (cumulative)
4. Documentation of Minimum of 8 hours of observation experience with Occupational Therapist or Occupational Therapy Assistant
5. Completion of:

BIOL 1114 General Biology  
BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
ENGL 1113 English Comp I  
ENGL 1213 English Comp II  
PSYC 1113 General Psychology  
PSYC2313 Developmental Psych  
NURS 1003 Medical Terminology

Additional 3 credit hours from the following courses\*:

MATH 1513 College Algebra  
POLS 1113 Amer. Fed. Govt.  
HIST 1483 or HIST 1493

All courses must have been completed with a "C" or higher.

\*Completion of all courses will be required for degree and must be completed prior to completion of technical course work Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy Program at ICTC.

### Program Overview

This career major is offered on ICTC's Muskogee Campus. Students enrolled in this career major will experience challenging coursework while learning occupational therapy assistant theory, practice and critical thinking skills. Fieldwork opportunities are designed to develop professional behavior, observation skills, a foundation for critical inquiry, and synthesis of knowledge to entry level occupational therapy intervention. Treatment focuses will include a variety of physical and psychosocial dysfunctions across the lifespan. Students who have completed a specified degree plan from or approved by Connors State College (CSC), and successfully completed the technical course work at ICTC, will be granted a certificate from ICTC and an Associate of Applied Science from CSC. Graduates may then apply to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual would be a Certified Occupational Therapy Assistant (COTA), and would request in writing from the Oklahoma State Board of medical Licensure and Supervision an application for state licensure. (See "Disclaimer to Applicants") Students will be concurrently enrolled at ICTC and CSC while completing technical course work. CSC will work with ICTC to develop degree plans and will perform degree checks to assist students in meeting general education, technical, and other course required for graduation.

### Certification and Licensure

Upon the program receiving accreditation from ACOTE, graduates who complete credit/degree requirements will be eligible to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be a Certified Occupational Therapy Assistant (COTA). Presently the cost of the exam is \$620 and is paid directly to NBCOT. After completing the certification exam, each applicant must request in writing from the Oklahoma State Board of Medical Licensure and Supervision an application for State licensure. The current fee for state licensure for a COTA in Oklahoma is \$100, paid directly to the state board. Costs of the certification exam and licensure are the responsibility of the graduate and will be paid directly to the appropriate entities.





# DIVISION OF SOCIAL SCIENCES

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Child Development**

## GENERAL EDUCATION REQUIREMENTS 38 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1493 or MATH 2113 recommended
Lab Sciences	4	GPS 1103 General Physical Science and GPS 1101 Lab
Science	3-5	BIOL 1114 General Biology
Humanities	6	Any course designated (H) HUMN 2413 World Literature recommended
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3	At least one course from the following areas: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 16 HOURS

### CORE COURSES: Child Development

Course	Hours	Description
EDUC 1111	1	College Orientation
CHDV 1113	3	Professional Preparation*
CHDV 1323	3	Health & Safety Young Child*
CHDV 2523	3	Child Growth & Development
CHDV 2433	3	Guidance of the Young Child
CHDV 2563	3	Child & Family in Society <i>*If CDA certification was obtained prior to enrollment, an elective may be substituted.</i>

### Electives 9 hours

Course	Hours	Description
CHDV 2223	3	Creative Experience for Young Children
CHDV 2233	3	Math, Science, and Social Studies
CHDV 2243	3	Language & Literacy Development
CHDV 2553	3	Program Planning
CHDV 2573	3	Children with Special Needs
CHDV 2593	3	Infant/Toddler Programs
CHDV 2623	3	Marriage and Family Development
CHDV 2633	3	Infancy and Early Development
CHDV 2653	3	Parenting

## ABOUT THIS PROGRAM

Total Hours: 62

### Program Overview

The Child Development Program at Connors State College recognizes first and foremost the importance of developmentally appropriate early childhood programs in the lives of young children.

### Our Philosophy

To develop healthy young children—physically, mentally, and socially—it requires children to be in healthy stimulating environments with caring, nurturing adults who provide a variety of learning experiences. Because of the dynamic nature of the field of child development, student learning is a product of child development knowledge, skill development and professional development.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.

We strive to make a student's learning experience at CSC one that is not only relevant to the principles of the field of child development but also one that can be applied meaningfully into a student's work with young children. We educate our students by aligning courses to the NAEYC standards, while upholding the values and mission of the college.



# DIVISION OF SOCIAL SCIENCES

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **History**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS

25 HOURS

(Check catalog course listings for prerequisites)

### CORE COURSES: History

Course	Hours	Description
EDUC 1111	1	College Orientation

### CORE COURSES

#### History 12 Hours

HIST 1113	3	Oklahoma History
HIST 1223	3	Early Civilization
HIST 1323	3	Modern Civilization
HIST 1493	3	American History from 1865

#### Geography 3 Hours

GEOG 2243	3	Introduction to Geography
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#### Political Science 3 Hours

POLS 2113	3	State & Local Government
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#### Electives 6 Hours

BUSN 2113	3	Macroeconomics
BUSN 2123	3	Business Law I
BUSN 2213	3	Microeconomics
HIST 2223	3	Black History
HIST 2300	3	Special Topics
HIST 2423	3	Native American History
PSYC 1113	3	Introduction to Psychology
*PSYC 2113	3	Introduction to Psychology of Adjustment
*PSYC 2313	3	Developmental Psychology
SOCI 1113	3	Principles of Sociology
*SOCI 2323	3	Social Problems
*SOCI 2413	3	Introduction to Social Services
*SOCI 2313	3	Introduction to Counseling
*SOCI 2423	3	Sociology of the Family
*SOCI 2523	3	Social Psychology
*For required course, see Advisor and catalog of transfer institution		

## ABOUT THIS PROGRAM

Total Hours: 62

### PROGRAM OVERVIEW

The Associate of Arts Degree in History is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION OF SOCIAL SCIENCES

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Pre-Law**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
Orientation	1	EDUC 1111
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 24 HOURS

(Check catalog course listings for prerequisites)

### CORE COURSES: History

#### CORE COURSES

##### Business 15 Hours

BUSN 2113	3	Macroeconomics
BUSN 2123	3	Business Law I
BUSN 2213	3	Microeconomics
BUSN 2543	3	Financial Accounting
BUSN 2643	3	Managerial Accounting

##### Government 3 Hours

POLS 2113	3	State & Local Government
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##### Criminal Justice 3 Hours

*CJPS 2013	3	Criminal Law I
*CJPS 2023		Criminal Law II

##### Electives 6 Hours

CJPS 1303	3	Introduction to Criminal Justice
*CJPS 2033	3	Criminal Evidence
*CJPS 2043	3	Criminal Procedures
*CJPS 2063	3	Criminal Investigations
HIST 1113	3	Oklahoma History
HIST 1223	3	Early Civilization
HIST 1323	3	Modern Civilization
HIST 1483	3	American History to 1876
HIST 1493	3	American History from 1876
PSYC 1113	3	Introduction to Psychology
*PSYC 2113	3	Intro to Psychology of Adjustment
*PSYC 2313	3	Developmental Psychology
SOCI 1113	3	Principles of Sociology
*SOCI 2323	3	Social Problems

*\*For required course, see Advisor and catalog of transfer institution*

## ABOUT THIS PROGRAM

Total Hours: 61

### PROGRAM OVERVIEW

The Associate of Arts Degree in Pre-Law is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

(1) Graduates will successfully transfer into a baccalaureate degree program of their choice.

(2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION SOCIAL SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Psychology**

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	MATH 1513 or MATH 1473
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts

## PROGRAM REQUIREMENTS 24 HOURS

(Check catalog course listings for Pre-requisites.)

### CORE COURSES: Psychology 16 Hours

Course	Hours	Description
EDUC 1111	1	College Orientation
Course	Hours	Description
PSYC 1113	3	Introduction to Psychology
PSYC 2113	3	Psychology of Adjustment*
PSYC 2213	3	Personality Psychology*
PSYC 2313	3	Developmental Psychology*
PSYC 2543	3	Social Psychology*
SOCI 2313	3	Introduction to Counseling** *Pre-requisite: PSYC 1113 Introduction to Psychology or Introduction ** Pre-requisite either PSYC 1113 or SOCI 1113

### Guided Electives 8 HOURS

(Recommended for students seeking teacher certification)

Course	Hours	Description
PSYC 2300	3	Special Topics
SOCI 1113	3	Principles of Sociology
SOCI 2113	3	Introduction to Social Sciences
SOCI 2323	3	Social Problems
SOCI 2413	3	Introduction to Cultural Anthropology
SPCH 1013	3	Principles of Listening
STAT 2013	3	Elementary Statistics

## ABOUT THIS PROGRAM

Total Hours: 61

### Program Overview

The Associate of Arts Degree in Psychology is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.

### IMPORTANT: Please Note

#### OFFERED FALL SEMESTER ONLY

- PSYC 2543 Social Psychology

#### OFFERED SPRING & SUMMER SEMESTER ONLY

- PSYC 2113 Psychology of Adjustment

#### OFFERED SPRING SEMESTER ONLY

- PSYC 2213 Personality Psychology

#### OFFERED FALL & SPRING SEMESTER

- SOCI 2313 Introduction to Counseling

#### OFFERED EVERY SEMESTER

- PSYC 1113 Introduction to Psychology
- PSYC 2313 Developmental Psychology



# DIVISION OF SOCIAL SCIENCES

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Sociology**

OPTION: *Criminal Justice/Police Science*

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
Orientation	1	EDUC 1111 College Orientation
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	College level mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language, or Fine Arts

## PROGRAM REQUIREMENTS 24 HOURS

(Check catalog course listings for prerequisites)

### CORE COURSES

#### Criminal Justice/Police Science 21 Hours

CJPS 1303	3	Introduction to Criminal Justice
*CJPS 2013	3	Criminal Law I
*CJPS 2023	3	Criminal Law II
*CJPS 2033	3	Police Report Writing
*CJPS 2043	3	Criminal Procedures
*CJPS 2063	3	Criminal Investigation
*CJPS 2073	3	Street Survival

#### Guided Electives 0-3 Hours

BUSN 2113	3	Macroeconomics
*BUSN 2213	3	Microeconomics
CJPS 2300	3	Special Topics
GEOG 2243	3	Introduction to Geography
HIST 2223	3	Black American History
HIST 2423	3	US Indian History
PSYC 1113	3	Introduction to Psychology
*PSYC 2113	3	Intro o Psychology of Adjustment
*PSYC 2313	3	Developmental Psychology
SOCI 1113	3	Principles of Sociology
*SOCI 2113	3	Introduction to Social Services
*SOCI 2313	3	Intro to Counseling
*SOCI 2323	3	Social Problems
*SOCI 2413	3	Introduction to Cultural Anthropology
*SOCI 2423	3	Sociology of the Family
*SOCI 2523	3	Social Psychology

\*For required course, see Advisor and catalog of transfer institution.

## ABOUT THIS PROGRAM

Total Hours: 61

### PROGRAM OVERVIEW

The Associate of Arts Degree in Sociology is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.





# DIVISION SOCIAL SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Sociology**

OPTION: Pre-Social Work

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	College Mathematics
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts

## PROGRAM REQUIREMENTS 25 HOURS

(Check catalog course listings for Pre-requisites.)

### CORE COURSES: Sociology 18 Hours

Course	Hours	Description
EDUC 1111	1	College Orientation
Course	Hours	Description
SOCI 1113	3	Principles of Sociology
SOCI 2113	3	Introduction to Social Sciences*
SOCI 2313	3	Introduction to Counseling*
SOCI 2323	3	Social Problems*
SOCI 2413	3	Introduction to Cultural Anthropology*
SOCI 2423	3	Sociology of the Family*

\*For required courses, see advisor and catalog of transfer institution.

### CORE COURSES: Psychology 3 Hours

PSYC 1113	3	Introduction to Psychology
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### Guided Electives 3 HOURS

Course	Hours	Description
BUSN 2113	3	Macroeconomics
BUSN 2213	3	Microeconomics*
PSYC 2113	3	Introduction to Psychology of Adjustment*
PSCY 2313	3	Developmental Psychology*
SOCI 2523	3	Social Psychology*

\*For required courses, see advisor and catalog of transfer institution.

## ABOUT THIS PROGRAM

Total Hours: 62

### Program Overview

The Associate of Arts Degree in Sociology is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.

### IMPORTANT: Please Note

#### OFFERED FALL SEMESTER ONLY

- PSYC 2543 Social Psychology

#### OFFERED SPRING & SUMMER SEMESTER ONLY

- PSYC 2113 Psychology of Adjustment

#### OFFERED SPRING SEMESTER ONLY

- PSYC 2213 Personality Psychology

#### OFFERED FALL & SPRING SEMESTER

- SOCI 2313 Introduction to Counseling

#### OFFERED EVERY SEMESTER

- PSYC 1113 Introduction to Psychology
- PSYC 2313 Developmental Psychology



# DIVISION SOCIAL SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF ARTS

MAJOR: **Sociology**

OPTION: Pre-Professional Sociology

## GENERAL EDUCATION REQUIREMENTS 37 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	College Mathematics
Lab Sciences	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H)
Computer Literacy	3	COMS 1113 Fundamentals of Computers
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts

## PROGRAM REQUIREMENTS 25 HOURS

(Check catalog course listings for Pre-requisites.)

### CORE COURSES: Sociology 18 Hours

Course	Hours	Description
EDUC 1111	1	College Orientation
Course	Hours	Description
SOCI 1113	3	Principles of Sociology
SOCI 2113	3	Introduction to Social Sciences*
SOCI 2313	3	Introduction to Counseling*
SOCI 2323	3	Social Problems*
SOCI 2413	3	Introduction to Cultural Anthropology*
SOCI 2423	3	Sociology of the Family*

\*For required courses, see advisor and catalog of transfer institution.

### CORE COURSES: Psychology 3 Hours

PSYC 1113	3	Introduction to Psychology
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### Guided Electives 3 HOURS

Course	Hours	Description
PSYC 2113	3	Introduction to Psychology of Adjustment*
PSYC 2313	3	Developmental Psychology*
SOCI 2523	3	Social Psychology*
STAT 2013	3	Elementary Statistics*

\*For required courses, see advisor and catalog of transfer institution.

## ABOUT THIS PROGRAM

Total Hours: 62

### Program Overview

The Associate of Arts Degree in Sociology is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of majors.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.

### IMPORTANT: Please Note

#### OFFERED FALL SEMESTER ONLY

- PSYC 2543 Social Psychology

#### OFFERED SPRING & SUMMER SEMESTER ONLY

- PSYC 2113 Psychology of Adjustment

#### OFFERED SPRING SEMESTER ONLY

- PSYC 2213 Personality Psychology

#### OFFERED FALL & SPRING SEMESTER

- SOCI 2313 Introduction to Counseling

#### OFFERED EVERY SEMESTER

- PSYC 1113 Introduction to Psychology
- PSYC 2313 Developmental Psychology



# DIVISION OF SOCIAL SCIENCES

Requirements for Students for Academic Year 2016-2017

Certificate of Mastery (CM) Child Development

Certificate of Achievement (CA) Child Development

## Certificate of Mastery (CM) Child Development 18 Hours

Area	Hours	To Be Selected From:
English	3	ENGL 1113 Comp I
<b>CHILD DEVELOPMENT REQUIREMENTS</b> <b>15 HOURS</b> <b>Pick 5 CHDV classes below:</b> <b>(Check catalog course listings for prerequisites.)</b>		
Course	Hours	Description
CHDV 1113	3	Professional Preparation*
CHDV 1323	3	Health & Safety of Young Child*
CHDV 2523	3	Child Growth & Development
CHDV 2533	3	Guidance of Young Children
CHDV 2563	3	Child & Family in Society
CHDV 2223	3	Creative Experiences for Young Children
CHDV 2233	3	Math, Science, and Social Studies
CHDV 2243	3	Language & Literacy Development
CHDV 2553	3	Program Planning
CHDV 2573	3	Children with Special Needs
CHDV 2623	3	Marriage & Family Development
CHDV 2633	3	Infancy & Early Development
CHDV 2653	3	Parenting
*If CDA certification was obtained prior to enrollment, an elective may be substituted.		

## Certificate of Achievement (CA) Child Development 33 Hours

Area	Hours	To be Selected From:
English	3	ENGL 1113 Comp I
<b>CHILD DEVELOPMENT REQUIREMENTS</b> <b>30 HOURS</b> <b>Pick 10 CHDV classes below:</b> <b>(Check catalog course listings for prerequisites.)</b>		
Course	Hours	Description
CHDV 1113	3	Professional Preparation*
CHDV 1323	3	Health & Safety of Young Child*
CHDV 2523	3	Child Growth & Development
CHDV 2533	3	Guidance of Young Children
CHDV 2563	3	Child & Family in Society
CHDV 2223	3	Creative Experiences for Young Children
CHDV 2233	3	Math, Science, and Social Studies
CHDV 2243	3	Language & Literacy Development
CHDV 2553	3	Program Planning
CHDV 2573	3	Children with Special Needs
CHDV 2623	3	Marriage & Family Development
CHDV 2633	3	Infancy & Early Development
CHDV 2653	3	Parenting
*If CDA certification was obtained prior to enrollment, an elective may be substituted.		

## ABOUT THIS PROGRAM

### Program Overview

The Child Development Program at Connors State College recognizes first and foremost the importance of developmentally appropriate early childhood programs in the lives of young children.

### Our Philosophy

To develop healthy young children—physically, mentally, and socially—it requires children to be in healthy stimulating environments with caring, nurturing adults who provide a variety of learning experiences. Because of the dynamic nature of the field of child development, student learning is a product of child development knowledge, skill development and professional development.

### Goal Statement

The Child Development courses provide a foundation for the knowledge into practice through lab experience. The program is offered to educate students to a level of competence and proficiency that will enable them to provide quality care to young children in various early learning environments. The application of principles and standards is encouraged through problem solving, resource gathering, working with families, and involvement in professional organizations. The instructional activities and related services to support the student's academic endeavors, strives to focus on the Developmentally Appropriate Practice standards set forth by the National Association for the Education of Young Children. This program will enable student to transfer these credits toward the Associate of Arts degree or the Associate of Applied Science degree plans. This program is designed to specifically meet the needs of the "Lead teacher" qualification for the tiered quality rating system of DHS as well as satisfy the requirements for the Child Development associate credential.

### Program Objectives

- Students will successfully complete the Child Development Associate Credential Awarded by the CDA Council (NAEYC).
- Students will demonstrate the ability to:
  - Recognize that children's development is qualitatively different from adults.
  - Identify the various stages of development according to psycho-social, cognitive, and social theories.
  - Identify the ways in which children learn and apply techniques to assist children in that learning.
  - Apply guidance and discipline principles to classroom management and to specific situations.
  - Recognize that the family is of utmost importance to the child and that family involvement benefits the child.
  - Analyze the various socializing agents and influences on the child.
  - Apply ethical standards of conduct in early learning environments.
  - Engage in discussion and debate in various current issues in child development.
  - Plan, execute, and evaluate developmentally appropriate activities and programs.
  - Understand that "subject" areas are integrated throughout curriculum.
  - Recognize and demonstrate that health and safety issues are fundamental to learning and that these components are integrated in all aspects of an early learning environment.
  - Understand children's need to belong and discover ways to develop a caring community of learners.
  - Develop properly functioning citizenship abilities.
  - Think critically.
  - Think globally.



# DIVISION OF NURSING

Requirements for Students for Academic Year 2016-2017

Embedded Certification of Eligibility for Certified Nursing Assistant (CNA)

Embedded Certification of Eligibility for Licensed Practical Nursing (LPN)

Embedded Certification of Eligibility for Certified Nursing Assistant (CNA) 30 HOURS		
General Education Requirements 9 Hours		
Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
Government	3	POLS 1113
Support and Related Courses 14 Hours		
Course	Hours	Description
+BIOL 1314	4	Anatomy and Physiology I
+BIOL 1324	4	Anatomy and Physiology II
+FCSE 1213	4	Introduction to Nutrition
+PSYC 1113	4	Introduction to Psychology
+Must be completed with a "C" or higher.		
PROGRAM REQUIREMENTS (Certification Eligibility) 7 HOURS		
Course	Hours	Description
+#NURS 1117	7	Foundations of Nursing #Requires acceptance into the Nursing Program +Must be completed with a "C" or higher.
Embedded Certification of Eligibility for Licensed Practical Nurse (LPN) 30 Hours		
General Education Requirements 10 Hours		
Course	Hours	Description
+BIOL 1324	3	Anatomy and Physiology II
+FCSE 1213	3	Introduction to Nutrition
+PSYC 1113	3	Introduction to Psychology
+Must be completed with a "C" or higher.		
Program Requirements (Certification Eligibility) 20 Hours		
Courses: Options 12 HOURS		
Course	Hours	Description
+#NURS 1117	7	Foundations of Nursing
+#NURS 1123	2	Math for Nurses
+#NURS 1228	8	Adaptations of the Family
+#NURS 1223	3	Clinical Practicum
#Requires acceptance into the Nursing Program +Must be completed with a "C" or higher.		

## ABOUT THIS PROGRAM

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



# DIVISION SCIENCE

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF APPLIED SCIENCE (AAS)

MAJOR: **Applied Technology**

OPTION: Navy

## GENERAL EDUCATION REQUIREMENTS 21 HOURS

Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Communication	3	SPCH 1113 Intro to Oral Communications
College Mathematics	3	College Mathematics
Computer Literacy	3	COMS 1113 Fundamentals of Computers

## PROGRAM REQUIREMENTS 30 HOURS

(See Registrar's Office for Program Approval.)

**Navy Block Training..... 30 Hours**

### NAVY RATINGS

**With Courses and ACE Credits\***

(\*See Ratings Details of Programs at end of Catalog Section)

**Credit Hours**

AECF Electronics Technician (ET).....	37
AECF Fire Controlman (FC).....	34
Aviation Electronics Technician (AT).....	41
Fire Control Technician (FT).....	44
Machinist's Mate (Submarines) MM (SS).....	51
Nuclear Field Electrician's Mate (NF EM).....	59
Nuclear Field Electronics Technician (NF ET).....	64
Nuclear Field Machinist Mate (NF MM).....	54

### Guided Electives 12 HOURS

Course	Hours	Description
GPS 1103 & 1101	4	General Physical Science w/lab
PHYS 1114	4	General Physics I
PHYS 1214	4	General Physics II
PSYC 1113	3	Introduction to Psychology
BUSN 2103, 2143, 2153, or 2300	5	Business Training

## ABOUT THIS PROGRAM

**Total Hours: 63**

### Program Objectives

1. To provide a program that allows transfer credit toward program requirements in the technical area from employee training programs (the U.S. Navy and OG&E).
2. To provide a program that allows transfer credit toward program requirements in the technical area from area technology centers in specified programs through cooperative agreements (Indian Capital Technology Center and Northeast Technology Center).
3. To provide a program that will articulate and transfer into bachelor's degree technology programs (with Northeastern State College).
4. To provide the general education courses necessary for a student to complete an Associate of Applied Science program.



# COURSE DESCRIPTIONS

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All course descriptions are arranged in alphabetical order by course or program prefix, then by numerical order within the prefix.

Included in the description is the course prefix and number, name of course, number of credit hours, brief overview of course content, any required course prerequisites, the semester the course is offered and general education codes, if warranted.

**Course Numbering**--Each course carries a four-digit number. The first digit indicates the class year in which the course is usually taken; the second and third digits identify the course within the subject field; and the last digit indicates the number of credit hours the course carries. A course number beginning with "0" indicates that the course does not carry credit hours applicable to a degree.

**General Education Codes**--Code letters identify courses used to fulfill general education requirements in humanities and social science. These letters appear preceding the course description.

(H) = Humanities  
(S) = Social Science

**The Code:** - The following codes listed after each course description indicates when the course will normally be offered.

FA-Indicates the course is offered during the fall semester only.  
SP-Indicates the course is offered during the spring semester only.  
SU-Indicates the course is offered during the summer semester.

## AGRICULTURAL COMMUNICATIONS (AGCM)

**AGCM 2113 - Communications in Agriculture.....3 Credits**  
Class 3. *Prerequisite: ENGL 1113* - This course focuses on the fundamentals of agricultural news writing and other communication methods. Students will learn about careers in and the role of the media in agriculture and related fields. Offered on alternating semesters.

## AGRICULTURAL ECONOMICS (AGEC)

**AGEC 1113 (S) - Introduction to Agriculture Economics.....4 Credits**  
(S) (*Prerequisite:* Completion of Elementary Math) Economic theory of production, marketing, and consumption of agricultural products and natural resources. The role and structure of agricultural sciences and natural resources within the American economy. Policies to achieve efficiency and welfare goals in agriculture.

## AGRICULTURAL EDUCATION (AGED)

**AGED 2011 - Topics and Issues in Agricultural Education..... 1 Credit**  
Class 1. An exploration into the world of teaching secondary agricultural education with a focus on the role and purpose of the comprehensive agricultural education program. Observation of teachers in an experiential manner by actively interviewing agricultural education teachers, school principals, and appropriate state staff; assisting with FFA activities; and observing students' SAE opportunities. Offered Spring Semester only.

## AGRICULTURE ENGINEERING (AGEN)

**AGEN 1413 - Engineering in Agriculture..... 3 Credits**  
Class 3. A study of the use of machines, power, and engineered systems for the production and processing of agricultural products. Applications are made in land and water resources development and utilization. Offered fall semester only.

## AGRICULTURE EQUINE TECHNOLOGY (AGEQ)

**AGEQ 1113 - Skeletal Equine Anatomy and Technology.....3 Credits**  
Class 3. *Prerequisite: Consent of instructor.* The course is a survey of the structure of the horse. The student is required to learn all bones, muscles, and tendons in the anatomy and physiology of the horse. This course also includes basic health indications and first aid treatments. Offered spring semester.

**AGEQ 1123 - Internal Equine Anatomy and Technology .....3 Credits**  
Class 3. *Prerequisite: AGEQ 1113 - Skeletal Equine Anatomy and Technology or consent of instructor.* Course includes the study of the respiratory, circulatory, digestive, urinary, and nervous systems. Additional topics include basic genetics and a practical study of feeds, nutrition, and ration balancing. Offered spring semester.

**AGEQ 1132 - Equine Evaluation .....2 Credits**  
Class 1, Lab 3. *Prerequisite: AGEQ 1113 - Skeletal Equine Anatomy and Technology and/or consent of instructor.* The study of equine selection procedures as a form to function process. Incorporates the application of oral reasons.

<b>AGEQ 1225 - Basic Care and Training .....</b>	<b>5 Credits</b>
Class 0, Lab 15. <i>Prerequisite: Consent of the instructor.</i> This course has two sections. Section 1, Western Equitation, develops student's basic riding skills and prepares them for colt training in AGEQ 1235 – <i>Advanced Care and Training</i> course. Section 2, students care for, gentle, and train an unbroken horse. Offered fall semester.	
<b>AGEQ 1235 - Advanced Care and Training.....</b>	<b>5 Credits</b>
Class 0, Lab 15. <i>Prerequisite: AGEQ 1225 - Basic Care and Training and AGEQ 1113 - Skeletal Equine Anatomy and Technology, and/or consent of the instructor.</i> This class is divided into two sections. In each section students will be assigned a green-break colt to advance beyond the objectives of AGEQ 1225 – <i>Basic Care and Training</i> course. Offered spring semester.	
<b>AGEQ 2123 - Equine Advertising and Marketing.....</b>	<b>3 Credits</b>
Class 3. <i>Prerequisite: AGEQ 2113 – Equine Nutrition and Health, and/or consent of the instructor.</i> This course is designed to study and understand the skills and knowledge needed to advertise and sell horses. It includes the study of different methods of sale and advertising media layout. Offered fall semester.	
<b>AGEQ 2133 - Equine Breeding and Management.....</b>	<b>3 Credits</b>
Class 3. A course designed to review the reproductive systems of the horse. Includes field trips to various breeders to study breeding methods. Offered fall semester.	
<b>AGEQ 2142 - Equine Halter &amp; Performance Evaluation .....</b>	<b>2 Credits</b>
Class 1, Lab 3. <i>Prerequisite: AGEQ 1132 – Equine Evaluation, and/or consent of the instructor.</i> Students will be given the opportunity to apply the basic techniques of Equine Evaluation as it pertains to actual judging experience. It includes evaluation of conformation and performance, and expression of oral reasons.	
<b>AGEQ 2225 - Specialized Equine Training .....</b>	<b>5 Credits</b>
Class 0, Lab 15. <i>Prerequisite: AGEQ 1235 – Advanced Care and Training, and/or consent of the instructor.</i> This course is divided into two sections. Section 1, English Equitation, introduces students to beginning English equitation. Proper body, hand, and leg placement and control are stressed. In Section 2, the student is required to advance a horse beyond the objectives of AGEQ 1235 – <i>Advanced Care and Training</i> . Upon selection of the approach that best meets the students' interests, students will advance a horse from a "pleasure" or a "working performance" approach, both disciplines advancing toward a "more finished" horse. Offered fall semester.	
<b>AGEQ 2235 - Advanced Performance Training .....</b>	<b>5 Credits</b>
Class 0, Lab 6. <i>Prerequisite: AGEQ 1225 – Basic Care and Training, AGEQ 1235 – Advanced Care and Training, and AGEQ 2225 – Specialized Equine Training, or consent of the instructor.</i> Students will be assigned a green-break horse to advance beyond the objectives met in AGEQ 1225 – <i>Basic Care and Training</i> , and AGEQ 1235 – <i>Advanced Care and Training</i> . Offered spring semester.	
<b>AGEQ 2246 - Equine Externship.....</b>	<b>5 Credits</b>
Class 0, Lab 20. <i>Prerequisite: Completion of all required courses in the Equine Technology Program or completion of the freshman year. Externship may be assigned during summer between freshman and sophomore years. Must have consent of the instructor.</i> Students will be placed under the guidance of a prominent horseman in the industry who specializes in the students' main area of interest. At the end of the externship, the student will return to the campus for a seminar and analysis.	
<b>AGEQ 2250 - Individual Practicum .....</b>	<b>1-5 Credits</b>
Lab Varies. <i>Prerequisites: Completion of all required courses in the Equine Technology Program and consent of the instructor.</i> Designed to meet the needs of individual students who are not participating in the Externship Program. The student will green-break a horse and continue with it through advanced training under minimal supervision.	
<b>AGEQ 2300 - Special Topics (Equine).....</b>	<b>1-5 Credits</b>
<i>Prerequisite: Consent of the instructor.</i> The study and/or analysis of a selected topic in Equine Technology. Individual and/or group study. May be repeated with a different topic.	
<b>AGEQ 2411 Agriculture Construction Braiding .....</b>	<b>1 credit</b>
Class 1. Proper tying techniques for halter and leads. Platt Braids 3, 4,5,6,7 and 8. Industry application of Braids. Offered Spring Semester.	
<b>AGEQ 2401 Hoof Care Basics.....</b>	<b>1 credit</b>
Class 1. Identify correct anatomy; Proper steps and skills to trim front and hind feet for the performance horse. Offered Fall Semester.	
<b>AGEQ 2421 Introduction to Leatherworking.....</b>	<b>1 credit</b>
Class 1. Beginning repair of strap goods; Basic skills in preparation, cutting out, casing, setting up and completion of simple leather project. Offered Fall Semester	
<b>AGEQ 2412 Rodeo sports and Equine Performance.....</b>	<b>2 credits</b>
Class 0, Lab 6 Overall event horsemanship; Proper conditioning and health for specific competitive rodeo events; Safety and Daily Nutrition needs; Travel Techniques for equine. Offered Fall Semester.	
<b>AGEQ 2422 Advanced Rodeo Sports and Equine Performance.....</b>	<b>2 credits</b>
Class 0 Lab 6 Advanced Horsemanship skills; Training Techniques; Horse Health Management; Multiple event training; Daily nutrition management skills and training; Stall Maintenance and safety. Event Horsemanship Skills. Offered spring semester.	

## AGRICULTURE LEADERSHIP DEVELOPMENT (AGLE)

- AGLE 1511 – Introduction to Leadership in Agricultural Sciences and Natural Resources .....1 Credit**  
Class 1. Introduction to the concept of leadership as a field of study. Emphasis placed on the application of acquired knowledge to practical problems. Offered fall semester.
- AGLE 2303 – Personal Leadership Development in Agriculture Sciences and Natural Resources ..... 3 Credits**  
Class 3. Prerequisites: None. This course focuses on the development of leadership skills as they pertain to the Agriculture Industry and Career fields. This course will also focus on how leaders identify key attributes of leadership and link them to their own unique vision, values and personal strengths.
- AGLE 2403 – Agricultural Leadership in a Multicultural Society ..... 3 Credits**  
Class 3. Prerequisites: None. The study of leadership as it relates to a multicultural society. Cultural changes in the agricultural workplace and future impact on the industry. Personal barriers to fulfilling leadership roles in the agricultural sciences and natural resources. Skills related to managing teams in a diverse workplace specifically related to differences in gender, race, and ethnicity.

## AGRICULTURE (AGRI)

- AGRI 1111 - Agriculture Orientation ..... 1 Credit**  
Class 1. Required of all agriculture students. Methods of study, advertisement, organization of curriculum, and discussion of requirements and job opportunities in the various fields of agriculture. Offered fall semester.
- AGRI 2003 - Agriculture in the Environment ..... 3 Credits**  
Class 3. A study of contemporary issues related to agriculture and the environment including conservation of natural resources, water quality, use of fertilizer and chemicals, intensive animal production, animal well-being, land utilization, and use of genetically engineered plants and animals.
- AGRI 2013 – Elementary Statistics for Agriculture .....3 Credits**  
An introductory course in the theory and methods of statistics. Descriptive measures, elementary probability, samplings, estimation, hypothesis testing, correlation and regression. Offered spring semester.
- AGRI 2041 – Career Development in Agriculture ..... 1 Credit**  
Class 1. Prerequisite(s): Sophomore standing. Develop personal goals in agriculture through identification of personal values, skills building, exploring professional opportunities, and networking. Offered fall semester.
- AGRI 2113 Microcomputer Techniques in Agriculture ..... 3 Credits**  
Class 3. An introduction to the operation and capabilities of microcomputers in agricultural applications. Course content will include the development of basic Internet skills in addition to word processing spreadsheet design and application, data management, and graphics/presentation development.
- AGRI 2010 Agriculture Internship.....1-6 Credits**  
Class 1-6. Prerequisite: Consent of the instructor. An educational experience for the student to receive a working knowledge of on ranch activities and management practices. The student will be placed at a progressive cattle ranch under the guidance of the ranch manager. At the conclusion of the internship, the student will give a summative presentation of the experience. Additional requirements are addressed in the "Connors State College Agriculture Internship Program Requirements and Policies for AGRI 2010."
- AGRI 2300 - Special Topics ..... 1-5 Credits**  
Class 1, Lab 5. *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Agriculture. Individual and/or group study. May be repeated with a different topic.
- AGRI 2303 – Ag Ecology and Natural Resources..... 3 Credits**  
Pre-requisites: None. Introduction into general agriculture practices and their short term and long term effect on the local to global environment. Emphasis on relationships between agriculture systems including livestock and plant production, and includes effects on water and soil quality. Topics include organic systems, native and introduced species and invaders, cause and effect of agriculture practices, carbon imprint, species diversity and long term management and maintenance practices and uses.
- AGRI 2423 - An Analysis of American Agriculture.....3 Credits**  
Overview of American Agriculture and its development from the Revolutionary period to the present and an analysis of Agriculture in the development of the nation; including ethical issues and cultural value to historic and contemporary agriculture; cultural and environmental responses and application of technology in the industry. Includes topics on Ecology, Conservation, farm programs and farm movements. Evolution of agriculture from 1800 through the 20<sup>th</sup> century including mechanization, motorization, refrigeration, and specialization. Offered spring semester.

## AGRICULTURE RANCH MANAGEMENT (AGRM)

- AGRM 1002 – Ranch Operations and Maintenance..... 2 Credits**  
Class 3. Lab 2. An introduction to the operating techniques and current methods of constructing fences, corral design, show and sale facility design, planting for grazing systems, and farm fences, corral design, show and sale facility design, planning for grazing systems, and farm equipment maintenance. Offered spring semester.

- AGRM 1112 – Show & Sale Cattle Preparation ..... 2 Credits**  
 Lab 6. A hands-on introduction to the topics of daily care, feeding, grooming, and exhibition of cattle. The students will gain practical knowledge and experience current trends and new techniques in preparation and presentation of show cattle. Offered fall semester.
- AGRM 2012– Ranch Records and Registrations..... 2 Credits**  
 Class 2. A study of the basic records needed for beef cattle management and registrations for purebred cattle. This course will look in depth at methods of record keeping and herd reporting for many breeds of registered cattle. Offered spring semester.
- AGRM 2103– Animal Health and Applied Reproduction..... 3 Credits**  
 Class 2. Lab 2. This course is designed to gain an understanding and hands on experience of the current methods of vaccinations, castration, dehorning, animal identification, artificial insemination, pregnancy detection, and embryo transfer in cattle. Students will obtain certification for Bovine Artificial Insemination and Palpation. Offered fall semester.
- AGRM 2112– Advanced Show & Sale Cattle Preparation ..... 2 Credits**  
 Lab 6. Prerequisite: AGRM 1112 Show & Sale Cattle Preparation. A lab-based course covering the topics of daily care, health management, hoof trimming, clipping, and exhibition. The students will gain the advanced skills needed to be successful in the presentation of show and sale cattle. Offered spring semester.
- AGRM 2402 – Purebred Sales Management.....2 Credits**  
 Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers. Class will conduct performance tested bull sale.

## AGRONOMY (AGRO)

- AGRO 1113 – Land, Life and the Environment (N) ..... 3 Credits**  
 Class 3. Provide information about soils at local, regional, national, and global scales as well as basic soil properties and how they are influenced by human activity. Discussion topics include soil's importance to world food security and human health, agricultural production, environmental quality, and sustainable ecosystems. Students will gain practical knowledge of sustainable soil management in support of the production and ecological regulator functions of the soils.
- AGRO 1213- Introduction to Plant and Soil Systems..... 3 Credits**  
 Class 3. Introduction to the concepts of plant and soil systems including cropland, rangeland and pastureland. A systems approach to the importance of plant and soil resources to the producer, consumer and citizen; modern management and production practices; maintenance of natural resources.
- AGRO 2013 - Applied Plant Science ..... 3 Credits**  
 Lab 2 Prerequisite(s): 1213 or BOT 1404 or HORT 1013. Application of agronomic principles to the management, improvement and use of plants. Structure and growth of crop plants relating to management strategies and adaptation to varying abiotic and biotic factors. Hands-on identification of crops, weeds, and seed quality factors, application of tools and techniques.
- AGRO 2124 – (N) Fundamentals of Soil Science..... 4 Credits**  
 Class 3, Lab 2. The origin, formation, composition, and classification of soils and the principal chemical, physical, and biological properties of soils in relation to plant growth, soil productivity, and land use.
- PLNT 1223 Plants, Genes and the Consumer.....3 Credits**  
 Class 3. Issues of plant-based food production from both a scientific and a social perspective. The fundamental principles of plant growth and development; how plants function in an agro-ecosystem and how to utilize these principles to grow food in an environmentally and socially sound manner. The role of genetics and biotechnology. (No credit for Plant and Soil Sciences or Horticulture majors at OSU)

## ANIMAL SCIENCE (ANSI)

- ANSI 1124 - Introduction to the Animal Sciences ..... 4 Credits**  
 Class 3, Lab 2. Students are introduced to the production, marketing, and distribution of meat, milk, eggs, and other animal products. Also includes the study of commodity specialization, world need, and distribution of farm animals.
- ANSI 1223 – Exploring the Science of Animal Agriculture .....3 Credits**  
 Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep.
- ANSI 2112 - Live Animal Evaluation..... 2 Credits**  
 Lab 3. Using tools for selection, including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, horses, and poultry. Offered Fall Semester.
- ANSI 2122 - Advanced Live Animal Evaluation ..... 2 Credits**  
 Lab 3. Prerequisite: ANSI 1102 - Live Animal Evaluation. Using basic techniques acquired in ANSI 1102 – Live Animal Evaluation, students will advance skills in the visual and objective appraisal of cattle, sheep, swine, and horse. Offered fall semester.
- ANSI 2213 - Livestock Feeding..... 3 Credits**  
 Class 3. Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation. Offered spring semester.

**ANSI 2253 - Meat Animal and Carcass Evaluation ..... 3 Credits**  
Class 2, Lab 2. *Prerequisite:* ANSI 1124 – Introduction to Animal Sciences. Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep. Offered spring semester.

**ANSI 2402 - Purebred Sales and Promotions ..... 2 Credits**  
Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers. Class will conduct performance tested bull sale. Offered fall semester.

**FDSC 1133 – Fundamentals of Food Science ..... 3 Credits**  
Class 3. Food industry from producer to consumer and the current U.S. and world food situations.

**FDSC 2253 – Meat Animal and Carcass Evaluation ..... 3 Credits**  
Class 2, Lab 2. *Prerequisite(s):* ANSI 1124. Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep. Offered spring semester.

## ART (ART)

**ART 1113 - Fundamentals of Art I ..... 3 Credits**  
Class 3. A foundation course in drawing and composition expressed through drawing. It is designed to develop the student's power of observation and graphic expression; composition expressed through drawing, emphasizing the basic art principles underlying the fine and applied arts in present day civilization.

**ART 1213 - Basic Drawing I ..... 3 Credits**  
Class 3. *Prerequisite:* ART 1113 – Fundamentals of Art I or concurrently with ART 1113. Object drawing emphasizing line, shape, form, value, and texture.

**ART 1313 - Basic Color and Design ..... 3 Credits**  
Class 3. *Prerequisite:* ART 1113 - Fundamentals of Art I or concurrently with ART 1113. For art major. Exploration and execution of design problems as they relate to color theory, harmonics and contrast.

**ART 2113 - Figure Drawing ..... 3 Credits**  
Class 3. *Prerequisite:* ART 1113 – Fundamentals of Art I and ART 1213 – Basic Drawing. Drawing from the human figure, the use of perspective, kinesthetic, observation and articulation are stressed with emphasis on artistic anatomy.

**ART 2213 - Watercolor I ..... 3 Credits**  
Class 3. *Prerequisite:* ART 1113 – Fundamentals of Art I. Students are taught techniques of handling watercolor. Emphasis is placed on artistic composition and the student's method of expression.

**ART 2300 - Special Topics in Art ..... 1-3 Credits**  
*Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in Art. Individual and/or group study. May be repeated with a different topic.

**ART 2313 - Painting I ..... 3 Credits**  
Class 3. *Prerequisite:* ART 1113 – Fundamentals of Art I and ART 1213 – Basic Drawing I. The medium techniques used in various approaches to problem solving; with emphasis on fundamentals of painting.

**ART 2323 - Introduction to Printmaking ..... 3 Credits**  
Class 3. *Prerequisite:* ART 1113 – Fundamentals of Art I or ART 1213- Basic Drawing I, or concurrent enrollment in either course. This studio course introduces students to the basic techniques of monoprints and the intaglio process. It includes the foundations of design, color, and composition.

## BIOLOGY (BIOL)

**BIOL 0124 - Concepts of Science ..... 0 Credit**  
Class 3, Lab 2. *Prerequisite:* ACT Science, Math, Reading, and English subscores less than 19; or appropriate COMPASS Reading, English, and Math proficiency scores; or ENGL 0013 Developmental Reading II and MATH 0013 Basic Math. THIS COURSE IS DESIGNED FOR STUDENTS MAJORING IN PRE-NURSING AND HEALTH CARE FIELDS ONLY AND IS RECOMMENDED FOR STUDENTS WITHOUT AN ADEQUATE LAB SCIENCE EXPERIENCE IN HIGH SCHOOL. This is a developmental science course designed to provide the student with the necessary background for success in collegiate level science. Students will learn the essentials of the structures (anatomy) and functions (physiology) of the human body. *This class does not satisfy a science requirement for graduation.*

**BIOL 1113 - Introduction to Environmental Science ..... 3 Credits**  
Class 3. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Math proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. A study of the biotic and abiotic factors in the environment as well as the relationships between individuals and populations of various species within communities and biomes on the Earth. Emphasis will be given to sources of pollution in the air, water, and soil.

**BIOL 1114 - General Biology ..... 4 Credits**  
Class 3, Lab 2. *Prerequisites:* ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English



and MATH 0113 Elementary Algebra. A study of the structure and function of living organisms. Emphasis will be given to cells, energy transformation and metabolism, cellular reproduction, genetics, tissues, organs, organ systems, evolution, taxonomy, and biological diversity. For Biology majors and for non-majors.

**BIOL 1123 – Evolution and Diversity.....3 Credits**

Class 3, Prerequisite: MATH 1513 or concurrent enrollment recommended. An introduction to the origins of living organisms and the mechanisms of evolution that gave rise to the current diversity of species. Includes coverage of the origins and characteristics of major groups in the three domains of living organisms.

**BIOL 1131 – Investigative Laboratory.....1 Credit**

Class 1, Prerequisite: MATH 1513 or concurrent enrollment recommended. A practical introduction to scientific inquiry, including hypothesis development, experimental design, data collection, data analysis, and interpretation.

**BIOL 1314 - Anatomy and Physiology I ..... 4 Credits**

Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body, chemistry, cells, and tissues and emphasizes the integration of the integumentary, skeletal, nervous, and endocrine body systems. *This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.*

**BIOL 1324 - Anatomy and Physiology II ..... 4 Credits**

Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra, successful completion of BIOL1314 Anatomy and Physiology I or equivalent course with a C or better.* Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body and emphasizes the integration of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive body systems. *This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.*

**BIOL 1404 - General Botany ..... 4 Credits**

Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the structure and function of plants. Students are introduced to classification, evolution, cell biology, genetics, tissues, organs, and plant physiology. (FA)

**BIOL 1604 - General Zoology..... 4 Credits**

Class 3, Lab 2. *Prerequisite: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the structure, function, and classification of animals. Study includes a summary of the major taxonomic levels from Protozoa through Chordate in both lecture and lab. Theories of organic evolution as well as animal anatomy, physiology, and behavior will be covered. (SP)

**BIOL 2104 – Human Anatomy..... 4 Credits**

Class 3, Lab 2. *Prerequisites: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent biological lab course).* A study of the structure of the cells, tissues, organs, and organ systems of the human body. The laboratory activities will include those that consider both human and animal anatomy.

**BIOL 2114 – Human Physiology..... 4 Credits**

Class 3, Lab 2. *Prerequisites: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent biological lab course).* A study of the function of the cells, tissues, organs and organ systems of the human body. The laboratory activities will include those that consider both human and animal physiology.

**BIOL 2124 – General Microbiology..... 4 Credits**

Class 3, Lab 3. *Prerequisites: MATH 0123 Intermediate Algebra and CHEM 1315 (or permission of the Division Chair upon recommendation of the academic advisor), and BIOL 1114 (or equivalent biological lab course).* A survey of viruses, bacteria, algae, fungi, and protozoa with the emphasis on morphology, methods, metabolism, genetics, life histories, and control.

**BIOL 2300 – Special Studies in Biology ..... 1-5 Credits**

Class by Arrangement. *Prerequisite: Permission of the instructor.* The study and/or analysis of a selected topic in biology. Individual and/or group study. May be repeated with a different topic.

**BIOL 2313 – Human Ecology ..... 3 Credits**

Class 3. *Prerequisite: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent).* The examination of the social aspects of humans in a human-centered ecological system. Discussion of population, human culture versus nature, institutions for environmental control and other appropriate topics will be covered.

**BIOL 2403 – General Entomology ..... 3 Credits**

Class 2, Lab 2. *Prerequisite: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent).* A general study of the biology and taxonomy of insects and closely related animals. Topics include the anatomy, physiology, reproduction, metamorphosis, classification, and control of insects as well as the medical, agricultural, and economic impact of insects on the quality of human life. Lab will include identification and labeling of insects in an insect collection.

## BUSINESS (BUSN)

<b>BUSN 1113 – Business Principles</b> .....	<b>3 Credits</b>
Class 3. Designed to acquaint the student with the modern business world. It compasses business organization, records, financial organization risks, personnel, marketing, business association, business and its public.	
<b>BUSN 1123 – Business Mathematics</b> .....	<b>3 Credits</b>
Class 3. Elementary algebraic operations with application to commercial problems.	
<b>BUSN 1523 – Word Processing</b> .....	<b>3 Credits</b>
Class 3. A basic study of theory, terminology and hands-on experience in word processing, including transcription, copying, revising, recopying on electronic word processing equipment.	
<b>BUSN 2103 – Business Communications</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite: English 1113 – English Comp I and COMS 1133 – Fund of Computers.</i> This course covers communications by and for management, effective human relations, and the role of the written word. An introduction of principles, problems, and procedures of writing business messages.	
<b>BUSN 2113 – Macroeconomics</b> .....	<b>3 Credits</b>
(S) Class 3. Covers the nature of our present economic system, fundamental elements and concepts in economic life, organization of production, value, price, and monetary system. Referred to as Macro-economics at various institutions.	
<b>BUSN 2123 – Introduction to Finance</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite: Permission of instructor.</i> Surveys methods of financing business enterprises and their relationships to personal and company investment policies.	
<b>BUSN 2133 – Business Law</b> .....	<b>3 Credits</b>
Class 3. Course covers principles of business law and their application as they affect the average businessperson. Includes law and its administration, contract, principal and agents, negotiable instruments, principal and surety, insurer and insured. This course does not fulfill pre-law requirements.	
<b>BUSN 2143 – Principles of Management</b> .....	<b>3 Credits</b>
A study of the major approaches and techniques of management. Studies organizing, planning, staffing, directing and controlling an organization. Also includes authority, responsibility, delegation and assignment of activities to personnel.	
<b>BUSN 2153 - Human Relations</b> .....	<b>3 Credits</b>
A study of physiological, psychological, and social factors which affect human behavior. Personality traits, employer-employee relations, leadership qualities, and business ethics are emphasized.	
<b>BUSN 2203 - Principles of Advertising</b> .....	<b>3 Credits</b>
Class 3. A study of the various advertising media affecting society today and its evaluation.	
<b>BUSN 2213 - Microeconomics</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite: BUSN 2113 - Macroeconomics.</i> This course is a continuation of Economics I ECON 2113. The nature of our present economic system. Referred to as Micro-economics at various institutions.	
<b>BUSN 2300 - Special Topics</b> .....	<b>1-5 Credits</b>
Class 1, Lab 4. <i>Prerequisite: Consent of the instructor.</i> The study and/or analysis of a selected topic in business. Individual and/or group study. May be repeated with a different topic. Credit 1 to 5 hours.	
<b>BUSN 2423 – Desktop Publishing</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisites: COMS 1133 - Fundamentals of Computer Usage.</i> This course includes the production of documents commonly used in business and industry. Students will learn the production of business cards, letterhead, newsletters, calendars, pamphlets and basic web page design.	
<b>BUSN 2543 – Financial Accounting</b> .....	<b>3 Credits</b>
Class 3. Analyzes financial accounting; theory of debits and credits, financial statements, use of journals, sole proprietorships, and corporation.	
<b>BUSN 2643 – Managerial Accounting</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisite: BUSN 2543 – Financial Accounting.</i> Includes managerial accounting; a study of managerial concepts and statements through differential analysis, budgeting, manufacturing accounting, profit reporting for management analysis.	
<b>BUSN 2713 – Principles of Marketing</b> .....	<b>3 Credits</b>
Class 3. Includes a survey of the field of distribution. Assesses the various corporate operations, chain stores and jobbers for effectiveness and profitability.	
<b>BUSN 2733 – Business Statistics</b> .....	<b>3 Credits</b>
Class 3. <i>Prerequisites: Math 1513 with a grade of “C” or better.</i> Averages, dispersion, skewness and kurtosis; probability, probability distributions, and sampling distributions; statistical induction; parameter estimation, hypothesis testing and statistical quality control.	

**BUSN 2743 – Introduction to Taxation** ..... 3 Credits  
Class 3. *Prerequisite:* Three semester hours of accounting or equivalent or permission of instructor. Covers provisions and interpretations of present tax laws, practice with actual tax problems and preparation of tax returns for sole proprietors, partnerships, and corporations.

**BUSN 2943 – Cost Accounting I** ..... 3 Credits  
Class 3. *Prerequisite:* BUSN 2643 – Managerial Accounting. Covers elementary principles of cost accounting; internal records of manufacturing firms, prices, and job cost accounting.

## CHEMISTRY (CHEM)

**CHEM 1315 – General Chemistry I** ..... 5 Credits  
Class 4, Lab 2. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Math proficiency scores; or ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0123 Intermediate Algebra. This is a beginning college course in the fundamental principles of chemistry.

**CHEM 1515 – General Chemistry II** ..... 5 Credits  
Class 4, Lab 2. *Prerequisite:* CHEM 1315 General Chemistry I and MATH 1513 - College Algebra. This is a continuation of CHEM 1315 – General Chemistry I, with emphasis on chemical principles and introductory topics from organic chemistry and biochemistry.

**CHEM 2013 – Survey of Organic Chemistry** ..... 3 Credits  
Class 3, Lab 0. *Prerequisite:* CHEM 1515 General Chemistry II or concurrent enrollment. This course includes an overview of aliphatic and aromatic chemistry. Emphasis is placed on functional group nomenclature, properties, preparation and reactivity. This course is not intended to substitute for a 3000 level Organic Chemistry course, but is designed to enhance the success of the student in future chemistry courses.

**CHEM 2300 - Special Topics in Chemistry**..... 1-3 Credits  
Class 1, Lab 4. *Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in chemistry. Individual and/or group study. The course number may be repeated with a different topic.

## CHILD DEVELOPMENT (CHDV)

**CHDV 1113 – Professional Preparation I** ..... 3 Credits  
Class 3. *Prerequisite* CHDV 2523 Child Growth and Development. An overview of all aspects of teaching young children, including child development, behavior and guidance, working with families, planning and implementing learning activities, professionalism and program management. This course also provides an overview of the early childhood profession and its multiple historical, philosophical, and social foundations as they relate to current thought and practice.

**CHDV 1323 – Health & Safety of Young Children** ..... 3 Credits  
A course specifically designed to develop an understanding of the principles and practices for the health and safety of young children in group setting. Also includes the application of these principles and practices with young children in group care and the teaching of the practices to children.

**CHDV 2223 – Creative Experiences for Young Children**..... 3 Credits  
This course is designed to provide an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts which include art, music, and drama.

**CHDV 2233 – Math, Science and Social Studies** ..... 3 Credits  
A study of the use and value of appropriate materials in the teaching of mathematics, science and social studies to young children.

**CHDV 2243 – Language and Literacy Development**..... 3 Credits  
This course focuses on language development in young children and appropriate experiences in the language arts that promote literacy.

**CHDV 2300 – Special Topics** ..... 1-5 Credits  
*Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in child development. Individual and/or group study. May be repeated with a different topic.

**CHDV 2433 – Professional Development**..... 3 Credits  
This field-based experience course will allow students to apply and demonstrate their knowledge of early care practice. This course will enhance student learning and ensure they are capable of functioning as competent members of an educational or childcare team. A professional Portfolio will be developed using NAEYC standards. Course is to be taken during the semester of graduation. Course also includes supervised observations.

**CHDV 2440 – Childhood Development Externship** ..... 1-3 Credits  
*Prerequisite:* Consent of the instructor. A lab practicum designed for those wishing to enter the field of early childhood education. Credit is variable.

**CHDV 2523 - Child Growth and Development** ..... 3 Credits  
This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children from conception through middle childhood. The course will recognize the major theories of human development as they apply to children.

**CHDV 2533 - Guidance of Young Children** ..... 3 Credits  
This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. A general understanding of behavior patterns of children, methods of guidance and directing children's behavior, and activities for positive growth and development are included.

<b>CHDV 2553 – Program Planning.....</b>	<b>3 Credits</b>
This course is designed to apply the principles and techniques associated with curriculum content including room arrangements and scheduling activities for young children in a group setting. It includes guidelines for selection of materials, equipment, and methods of improvising activities with children.	
<b>CHDV 2563 - Child and Family in Society .....</b>	<b>3 Credits</b>
A laboratory course to enable students to develop and demonstrate an understanding of the family in various cultural settings including the place of the child in the family as well as environmental factors. The development of referral methods for parents with special needs and participation in parent education activities.	
<b>CHDV 2573 – Children with Special Needs.....</b>	<b>3 Credits</b>
Course focuses on children with special abilities and implementing practical strategies for inclusion. Recognition of a child's potential through the development of methods for working with individuals and families is emphasized.	
<b>CHDV 2593 – Infant and Toddler Programs.....</b>	<b>3 Credits</b>
This course covers the dynamics of infant and toddler development as related to group situations, curriculum decisions and program planning. Use of the ITERS rating scale and observation will be included.	
<b>CHDV 2623 – Marriage and Family Development .....</b>	<b>3 Credits</b>
Building relationships, dating, engagement, and marriage in present day society.	
<b>CHDV 2633 – Infancy and Early Development .....</b>	<b>3 Credits</b>
Study of prenatal development with emphasis on prenatal care, developmental stages, and behavior to age five.	
<b>CHDV 2653 – Parenting .....</b>	<b>3 Credits</b>
This course explores parenting philosophies, styles and techniques as well as decisions, responsibilities and issues related to parent-child relationships.	

## COMPUTER INFORMATION SYSTEMS (COMS)

<b>COMS 1003 Computers 101.....</b>	<b>3 Credits</b>
Class 3. This is an introductory computer course, designed specifically for those students with little or no computer experience. COMS 1003 will provide students with an orientation to terminology, keyboarding techniques, hardware, software, and Internet skills. Students will also receive a basic introduction to the following applications: Word Processing, Spreadsheets, Presentation and file management. This course <b>will not</b> substitute for COMS 1133 or other computer literacy requirements but is designed to prepare students for successful completion of the program required courses.	
<b>COMS 1133 - Fundamentals of Computer Usage.....</b>	<b>3 Credits</b>
Class 2, Lab 2. An introductory course providing an orientation to terminology, techniques, hardware, software, ethics and Internet skills. Students will learn to utilize the following applications: word-processing, spreadsheet, database, presentation and file management systems. <i>Meets the General Education requirement for the two-year degree and for most four-year degree plans.</i>	
<b>COMS 1413 – Microcomputer Operating Systems .....</b>	<b>3 Credits</b>
Class 3. This is a support-oriented course providing students with information and hands-on classroom experience in dealing with operating system issues inherent to PC hardware and software installation, upgrade configuration, maintenance, and trouble shooting in a user-based computing environment.	
<b>COMS 1503 – Programming in BASIC.....</b>	<b>3 Credits</b>
<i>Prerequisite: MATH 0123 Intermediate Algebra.</i> An introductory course in procedural programming taught in the BASIC language. Students will learn to develop logic for problem solving (basic control structures), as well as write, execute and test programs. This course will include input/output, conditional statements, loops, subroutines, sequential file processing, single and multi-dimensional arrays and searching and sorting as well as other fundamental programming techniques.	
<b>COMS 1513 – Visual Basic.....</b>	<b>3 Credits</b>
Class 3. Fundamentals of data processing, including the history, basic hardware and software of computers. Class includes writing and executing programs in Visual Basic, with hands-on problem solving techniques, including variable types, branching, looping, formatting, subroutines, and arrays. Also includes modem access to, and file downloading from the Internet.	
<b>COMS 1533 - Spreadsheet Analysis.....</b>	<b>3 Credits</b>
Class 3. A course designed to teach the fundamentals of computer spreadsheets. An electronic spreadsheet is a table of rows and columns used to record transactions and manipulate numeric and text data. Hands-on experience is emphasized, using current spreadsheet software.	
<b>COMS 1543 - Database Management .....</b>	<b>3 Credits</b>
Class 3. A course designed to teach data base management techniques; a method designed to consolidate independent files into one integrated whole, so that the same data is accessible to many different users within the same organization. Hands on experience are emphasized, using current database management software.	
<b>COMS 1823 - COBOL 1.....</b>	<b>3 Credits</b>
Class 3. Fundamentals of the COBOL programming language, using hands-on, problem solving techniques, including the development of programming principles using structured methods. Also includes the structured methods approach to the development of programming principles.	

**COMS 2013 – Web Development..... 3 Credits**  
Class 3. Lab 2. An introductory project-driven course in Web development that provides an orientation to terminology, techniques, Web design, html, software, and ethics. This course covers the production of Web pages, including design, construction and presentation. Students will learn to utilize Microsoft FrontPage as the html editor and will receive an introduction to Adobe Photoshop and Adobe Acrobat.

**COMS 2033 – Microcomputer Technology ..... 3 Credits**  
Class 3. Prerequisite: COMS 1133 Fundamentals of Computer Usage or equivalent course. Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis, troubleshooting, system optimization, and repair. Additional topics will include preventive maintenance as well as safety. This course is designed to prepare students for the A+ certification examination.

**COMS 2143 – C++..... 3 Credits**  
Class 3. Prerequisite: COMS 1503 Programming in BASIC. C++ programming language will be studied using hands-on, problem-solving techniques. Topics include: variable types, operators, expressions, control flow, functions, structures, pointers and arrays.

**COMS 2213 – Network Fundamentals..... 3 Credits**  
Prerequisite: COMS 1133 Fundamentals of Computer Usage (or equivalent course), COMS 1413 Microcomputer Operating Systems and COMS 2033 Microcomputer Technology. The students will learn the fundamental technologies of a Local Area Network and will be able to identify the components of a LAN and determine the type of network design most appropriate for a given site. The student will identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network. The student will also differentiate between the different networking standards, protocols and access methods, determining which would be most appropriate for a specified Local Area Network (LAN). This course is designed to prepare students for the Network + certification examination.

**COMS 2233 – Network Operating Systems I..... 3 Credits**  
Prerequisites: COMS 1413 Microcomputer Operating Systems and COMS 2213 Network Fundamentals. The students will utilize a Microsoft Windows based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. This course is designed to prepare students for the Microsoft Certified Professional examination.

**COMS 2243 – Network Operating Systems II..... 3 Credits**  
Prerequisites: COMS 1413 Microcomputer Operating Systems and COMS 2213 Network Fundamentals. The students will utilize a Novell based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. The course is designed to prepare students for the Certified Novell Administrator examination.

**COMS 2263 – Internet Foundations ..... 3 Credits**  
Prerequisites: COMS 1133 Fundamentals of Computer Usage (or equivalent course) and COMS 2213 Network Fundamentals. Course objectives will include: Internet basics, Internet clients, website development, networking, security, and business concepts. The course will provide baseline technical knowledge that would allow students to pursue a variety of Internet-related careers. This course is designed to prepare students for the Inet+ certification examination.

**COMS 2300 - Special Topics (1-3 hours) ..... 1-3 Credits**  
Class 3. Prerequisite: Consent of the Instructor. The study and/or analysis of a selected topic in computer information science. Individual and/or group study. May be repeated with a different topic.

**COMS 2500 – Computer Internship (1-3 hours)..... 1-3 Credits**  
Prerequisite: Completion of at least 15 hour of computer courses in the Computer Information Systems Technician program and evaluation by the instructor. Each student will be placed in a practicum environment for utilizing computer skills, learning new skills, and becoming familiar with the workplace. The course is intended to provide the student with work experience.

## CRIMINAL JUSTICE (CJPS)

**CJPS 1303 - Introduction to Criminal Justice..... 3 Credits**  
(S) Class 3. The study of the history, development and philosophy of law enforcement in a democratic society. Includes an introduction to agencies involved in the administration of criminal justice and career orientation.

**CJPS 2013 - Criminal Law I..... 3 Credits**  
Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. The basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability and defenses.

**CJPS 2023 - Criminal Law II..... 3 Credits**  
Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. An examination of the nature of the criminal acts of substantive criminal law and defining the necessary elements and punishments of each act.

**CJPS 2033 - Police Report Writing..... 3 Credits**  
Class 3. Prerequisite: CJPS 1303 Introduction to Criminal Justice. The study of police report writing methods and the various types of reports required by law enforcement.



**CJPS 2043 - Criminal Procedures ..... 3 Credits**  
Class 3. *Prerequisite:* CJPS 1303 *Introduction to Criminal Justice*. Rules, principles and concepts governing the enforcement of arrest, search and seizure; primarily focusing on the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> amendments to the Constitution.

**CJPS 2063 - Criminal Investigations ..... 3 Credits**  
Class 3. *Prerequisite:* CJPS 2013 - *Criminal Law I*, CJPS 2043 - *Criminal Procedures*, and CJPS 2033 – *Police Report Writing*. An introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence.

**CJPS 2073 - Street Survival ..... 3 Credits**  
Class 3. *Prerequisite:* *Sophomore standing, Criminal Justice-Police Science major or certified law enforcement officer, completion of Police Self Defense or permission of the instructor*. The study of tactics for armed encounter. This course includes study of line of duty deaths of police officers, survival shooting techniques and methods of apprehending armed offenders.

**CJPS 2090 - Criminal Justice Externship ..... 1-5 Credits**  
*Prerequisite:* *Sophomore standing and permission of instructor*. One to five hours' credit for supervised work in cooperating criminal justice agencies. For each three hours of supervised experience per week during a semester, one hour of credit may be earned (up to a maximum of five credit hours) as a practitioner within the criminal justice system. A student may also receive credit for work experience that is not an assignment that they would normally perform in the course of their present duties.

**CJPS 2300 - Special Topics ..... 1-5 Credits**  
Class 1, Lab 5. *Prerequisite:* *Permission of the instructor*. The study and/or analysis of a selected topic in Criminal Justice/Police Science. Individual and/or group study. May be repeated with a different topic.

## EDUCATION (EDUC)

**EDUC 1111 – Orientation ..... 1 Credit**  
Class 1. A consideration of academic, social, vocational, and other basic problems common to first-year college students.

**EDUC 1113 - Strategies for Success ..... 3 Credits**  
Class 3. This course is designed to assist students in obtaining personal and academic skills knowledge necessary to reach their educational objectives. Topics to be covered include memory development, time management, test-taking, communication skills, career planning, study skills and techniques, wellness, an understanding of diversity and career issues that face many college students. This course is recommended for all new students, returning students and others who may benefit.

**EDUC 2300 - Special Topics in Education ..... 1-3 Credits**  
*Prerequisite:* *Consent of instructor*. The study and/or analysis of a selected topic in Education. Individual and/or group study. May be repeated with a different topic.

## ENGLISH (ENGL)

**ENGL 0003 - Developmental Reading I ..... 0 Credit**  
Class 3. *Placement into ENGL 0003 is required for students scoring below 19 on the ACT subtest in Reading and 59 or below on the COMPASS Reading Placement Test*. This course is designed to provide individualized instruction in beginning phonics, sight word recognition, sentence comprehension, and basic vocabulary. *ENGL 0003 credits do not count toward Associate Degrees*.

**ENGL 0013 - Developmental Reading II ..... 0 Credit**  
Class 3. *Prerequisite:* *A score of 60-75 on the COMPASS Reading Placement Test, or successful completion of ENGL 0003 - Developmental Reading I*. The course is designed to improve reading comprehension skills. Main ideas, relationship of ideas, judgments, inferences, and conclusions are emphasized. Students must successfully complete this course in order to enroll in ENGL 1113-English Composition I. Student may concurrently enroll in ENGL 0013 and ENGL 0123. *ENGL 0013 credits do not count toward Associate Degrees*

**ENGL 0121(L) - Fundamentals of English Lab ..... 0 Credit**  
Class 3. *Prerequisite:* *ACT Reading sub-score of 19 or greater or satisfactory COMPASS Reading score or successful completion of Developmental Reading II*. The lab is required of students who score below 19 on the ACT subtest in English or below 60 on the COMPASS Writing Skills Placement Test **and are enrolled in the companion ENGL 1113 course**. The lab includes an overview of basic grammar, mechanics and paragraph construction. This lab fulfills the requirements of ENGL 0123 when taken as a lab with the designated ENGL 1113 course. *ENGL 0123 credits do not count toward Associate Degrees*.

**ENGL 0123 - Fundamentals of English ..... 0 Credit**  
Class 3. *Prerequisite:* *A score of 60 or above on the COMPASS Reading Placement Test or successful completion of ENGL 0003 - Developmental Reading I*. The course is required of students who score below 19 on the ACT subtest in English or below 60 on the COMPASS Writing Skills Placement Test. The course includes an overview of basic grammar, mechanics and paragraph construction. *Students may concurrently enroll in ENGL 0013 and ENGL 0123. ENGL 0123 credits do not count toward Associate Degrees*.

**ENGL 0114(L) – Academic Literacy ..... 0 Credit**  
Class 3. *Prerequisite:* *A score of 60-75 on the COMPASS Reading Placement Test, or successful completion of ENGL 0003- Developmental Reading I*. The course is an **option** for students who score below 19 on the ACT subtest in English or below 60 on the COMPASS Writing Skills Placement Test and who also require Developmental Reading II. Academic Literacy provides intensive instruction in critical thinking, reading, and writing in preparation for English 1113 and other 1000-level courses. Using theme-based readings from a variety of genres, coursework will emphasize independent reading of complex academic texts, critical response to ideas and information in academic texts, and writing essays that

integrate ideas and information from academic texts. This course fulfills the requirements of ENGL 0013 and ENGL 0123. *ENGL 0114 credits do not count toward Associate Degrees.*

**ENGL 1022 - College Reading .....2 Credits**

Class 2. *Prerequisite: College-level reading proficiency.* This course is designed to enhance and improve reading proficiency. Reading rate, skimming, scanning, imagery, tone, and critical reading are emphasized. ENGL 1022 credits count as elective credits toward an Associate Degree.

**ENGL 1013 - Technical Report Writing .....3 Credits**

Class 3. . *Prerequisite: ACT English sub-score of 19 or greater or satisfactory COMPASS English proficiency score; and ACT Reading sub-score of 19 or greater or satisfactory COMPASS Reading score or successful completion of Developmental Reading I and II..* An introduction to the practical aspects of preparing reports and communicating within groups. Emphasis is placed upon techniques for collecting and disseminating scientific data by means of informal and formal reports and special types of technical papers.

**ENGL 1113 - English Composition I .....3 Credits**

Class 3. *Prerequisite: ACT English sub-score of 19 or greater or satisfactory COMPASS English proficiency score; and ACT Reading sub-score of 19 or greater or satisfactory COMPASS Reading score or successful completion of Developmental Reading I and II..* Required for graduation. Study and practice of paragraph and essay development with emphasis on documented writing.

**ENGL 1213 - English Composition II.....3 Credits**

Class 3. *Prerequisite: ACT English sub-score of 19 or greater or satisfactory COMPASS English proficiency score; and ACT Reading sub-score of 19 or greater or satisfactory COMPASS Reading score or successful completion of Developmental Reading I and II. Successful completion of ENGL 1113 – English Comp I.* Required for graduation. A literature based writing course with emphasis on essay answers and documented writing.

**ENGL 2113 - Creative Writing .....3 Credits**

Class 3. *Prerequisite: Successful completion of ENGL 1113.* Designed to assist the student in the development of the writing skills used in fiction, poetry and drama. Offered in the Fall semester only.

**ENGL 2300 – Special Studies in English ..... 1-3 Credits**

*Prerequisite, consent of the instructor.* The study and/or analysis of a selected topic in English. Individual and/or group study. May be repeated with a different topic.

**ENGL 2413/HUMN 2413-World Literature ..... 3 Credits**

(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* A chronological study of literature as it reflects the development of Western culture.

**ENGL 2543 – English Literature to 1800 ..... 3 Credits**

(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* Study of English Literature from its beginning to the Romantic Period. Beginning with the Anglo-Saxon epic Beowulf, this course will provide a historical survey of the English literary canon through the eighteenth century. In addition to study in the primary texts, the course will cover the social, political, scientific, and religious contexts, which shaped the literature. Particular emphasis will be given to the shift from a medieval world view to a post-Reformation and new science world view.

**ENGL 2653 – English Literature since 1800..... 3 Credits**

(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* Study of English Literature from the Romantic Period to the present. Starting with the nineteenth-century romanticism, this course will provide a historical survey of major English writing to the present day. Particular emphasis will be given to the major features of the romantic literary outlook and literary adaptations to cultural influences such as, industrialization, urbanization, Darwinian science and the two world wars.

**ENGL 2773 – American Literature to 1865..... 3 Credits**

(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* A study of American literature from its beginning to Whitman.

**ENGL 2883 – American Literature since 1865 ..... 3 Credits**

(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* Study of American literature after Whitman to the present.

**ENGL 2733 – Introductory Traditional American Indian Literature.....3 Credits**

(H) Class 3. *Prerequisite: ENGL 1113 – English Comp I.* An introduction to a study of literary efforts of the American Indian (poetry, novels, short stories, biographies, essays, and other prose works) emphasizing the variety of cultural offerings of the Indian writers to 1940.

**ENGL 2743 – Introductory Contemporary American Indian Literature.....3 Credits**

(H) Class 3. *Prerequisite: ENGL 1113 – English Comp I.* An introduction to a study of literary efforts of the American Indian (Poetry, novels, short stories, biographies, essays, and other prose works) emphasizing the variety of cultural offerings of the Indian writers from 1940.

## **FAMILY AND CONSUMER SCIENCE EDUCATION (FCSE)**

**FCSE 1213 - Introduction to Nutrition ..... 3 Credits**

Class 3. The consideration of basic nutrition related to food and health problems in the present socio-economic and cultural environment are included in this course.

## **GENERAL PHYSICAL SCIENCE (GPS)**

**GPS 1103 – General Physical Science ..... 3 Credits**

Class 3. *Prerequisites: ACT Science, Reading, and English subscores of 19 or greater; or satisfactory COMPASS Reading, English, and Math proficiency scores; or ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* Scientific calculator recommended. A survey of

the development and significance of laws physical science with consideration of topics from astronomy, geology, physics, chemistry and meteorology. See Advisor and catalog of transfer institution for possible 1 hour lab requirement.

**GPS 1101 – General Physical Science Laboratory..... 1 Credit**  
Lab 2. *Prerequisites:* GPS 1103 or concurrent enrollment. The study of the physical laws of nature in the laboratory setting. Activities will enhance the concepts learned in General Physical Science lecture.

## GEOGRAPHY (GEOG)

**GEOG 2243 – Introduction to Geography ..... 3 Credits**  
Class 3. This class is an introduction to basic geographic concepts with an emphasis on the interrelationships of people with their physical and cultural environment.

## GEOLOGY (GEOL)

**GEOL 1114 – General Geology..... 4 Credits**  
Class 4, Lab 2. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0012 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. A study of the solid matter and history of the earth. Includes the study of topographic maps, rocks and minerals, and geological processes. Examples of topics covered are weathering, graduation by wind, running water, ground water, glaciers, wave and gravity, diastrophism, and volcanism.

## HEALTH (HLTH)

**HLTH 1113 – Personal Health..... 3 Credits**  
Class 3. A comprehensive study of personal health with emphasis on the body's mental, physical and social needs. The course also promotes the positive well-being of life style decisions.

**HLTH 1122 – First Aid/Responding to Emergencies ..... 2 Credits**  
Class 2. This course includes the discussion and practice of the emergency treatment of injuries and illness. Includes knowledge of self-help techniques and home care if medical assistance is not available.

**HLTH 2300 – Special Topics..... 1-3 Credits**  
*Prerequisites:* Consent of the instructor. The study and/or analysis of a selected topic in health. Individual and/or group study.

**HLTH 2312 – Health of the School Child.....2 Credits**  
Class 2. A study of the primary areas of school health with particular emphasis on health services, health instruction and healthful environment.

**HLTH 2353 – Community Health..... 3 Credits**  
Class 2. A study of institutions, agencies, and individuals and their interrelationships and practices in responding to the health problems of communities. Course is designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education.

**HLTH 2383 – Care and Prevention of Athletic Injury..... 3 Credits**  
Class 3. Introduction to the principles and techniques of preventing, treating and rehabilitating sports injuries. Includes therapeutic methods, mechanisms of injuries, and heat illness. Practical experience in the application of preventive taping and bandaging is also included.

## HISTORY (HIST)

**HIST 1113 – Oklahoma History..... 3 Credits**  
(S) Class 3. Required for all history majors. This course is organized as a survey of the history of Oklahoma from earliest times to the present day, including geography, explorations, Indian removals, development of the "Nations", coming of the white man, territorial days, statehood, and social, economic, political development and cultural diversity.

**HIST 1223 – Early Civilization..... 3 Credits**  
(H, S) Class 3. A survey of various cultures that have developed in both the East and West from the beginning of history to the mid-seventeenth century. Special emphasis is placed on development of institutions in Europe and on contributions of various cultures to Western civilization.

**HIST 1323 – Modern Civilization..... 3 Credits**  
(H, S) Class 3. This course is a study of the development of contemporary institutions and ideas from the time of the Commercial Revolution to the present. The worldwide scope affords opportunity for the student to acquire knowledge of the progress of civilization in Asia, and Africa, as well as in the West, and to approach more intelligently the problems of civilized man in today's world.

**HIST 1483 – History of the United States to 1865..... 3 Credits**  
Class 3. A survey of American History from the period of the Age of discovery to the end of the Civil War era. This course satisfies the general education requirement for U.S. History.

**HIST 1493 – History of the United States Since 1865..... 3 Credits**  
Class 3. A survey of American History from the reconstruction era to the present. This course satisfies the general education requirement for U.S. History.

<b>HIST 2123 – Contemporary American Affairs</b> .....	<b>3 Credits</b>
(S) Class 3. A discussion and reading course devoted to the study of contemporary social, economic, and political problems.	
<b>HIST 2223 – Black American History</b> .....	<b>3 Credits</b>
(S) Class 3. An examination of the contributions made by Black Americans to the development of the United States.	
<b>HIST 2300 – Special Topics</b> .....	<b>1-3 Credits</b>
<i>Prerequisite: Consent of the instructor.</i> The study and/or analysis of a selected topic in History. Individual and/or group study. May be repeated with a different topic.	
<b>HIST 2423 – United States Indian History</b> .....	<b>3 Credits</b>
(S) Class 3. A survey of Indian Tribes from Pre-Columbian to the contemporary period. Emphasis on tribal cultures, impact with white civilization and U. S. Government relations.	

## HORTICULTURE (HORT)

<b>HORT 1013 – (L, N) Principles of Horticulture</b> .....	<b>3 Credits</b>
Class 2, Lab 2. Basic physical and physiological processes responsible for plant dormancy, growth, flowering, fruiting, and senescence with respect to the science and art of production, cultivation, utilization, and/or storage of horticultural plants. Current research associated with various horticultural commodity groups.	
<b>HORT 2101 Landscaping with Native Materials</b> .....	<b>1 Credit</b>
Class 1. Identification, culture, installation and maintenance of native plant materials for the home landscape.	
<b>HORT 2123 (N) Environmental Issues in Horticulture Science</b> .....	<b>3 Credits</b>
Class 2. Impact of urban and suburban development on the environment and a study of horticultural solutions to limit or reverse environmental damage. Emphasis on horticultural design, construction, and maintenance techniques as they relate to the conservation of water, soil, native species, and ecosystems.	
<b>HORT 2201 Maintaining the Home Landscape</b> .....	<b>1 Credit</b>
Class 1. Maintenance techniques in mowing, pruning, fertilizing, spraying, pesticides and mulching of plants in the home landscape.	
<b>HORT 2202 Commercial Plant Production</b> .....	<b>2 Credits</b>
Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.	
<b>HORT 2112 - Indoor Plants and Interior Plant Scaping</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification, cultural requirements and use of ornamental foliage and flowering plants for indoor gardens.	
<b>HORT 2212 - Herbaceous Ornamental Plants</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification, cultural requirements and landscape value of ornamental flowering herbaceous plants. Discussions of design and installation of herbaceous beds and borders.	
<b>HORT 2300 - Special Topics</b> .....	<b>0-3 Credits</b>
<i>Prerequisite: Consent of the instructor.</i> The study and/or analysis of a selected topic in Horticulture. Individual and/or group study. May be repeated with a different topic.	
<b>HORT 2402 Residential Landscape Design</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification and placement of plant materials and hard scape materials in a residential setting, including plant types, hard materials, structures, basic design, bed types, etc.	
<b>HORT 2403 Introduction to Turf Grass Management</b> .....	<b>3 Credits</b>
Class 3. This course focuses on the fundamentals of growing and managing turf grasses in a variety of settings. Students will learn about careers, plant varieties, tools, plant types, installation, basic care, pests and diseases of regional turf grasses. Offered spring semester.	
<b>HORT 2412 Horticulture Growing Systems</b> .....	<b>2 Credits</b>
Class 1, Lab 2. Identification, use and management of systems used for production, growth and maintenance of plant materials, including greenhouse structure types, cold frames, hot beds, propagation chambers, hot boxes, raised beds, etc.	
<b>HORT 2422 Commercial Plant Production</b> .....	<b>2 Credits</b>
Class 1. Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.	
<b>HORT 2513 Herbaceous Plant Materials</b> .....	<b>3 Credits</b>
Class 2, Lab 2. Identification, cultural requirements and use of ornamental garden and indoor herbaceous plants. Offered spring semester.	
<b>HORT 2613 Woody Plant Materials</b> .....	<b>3 Credits</b>
Class 2, Lab 2. Identification, cultural requirements and use of ornamental woody plants including deciduous and evergreen trees, shrubs and vines.	

**HORT 2652 - Beginning Floral Design ..... 2 Credits**  
 Class 1, Lab 2. Floral design history and scope. Design types and historical influence. Current Trends. Fundamentals of floral arrangement and design with hands-on experience to learn the basic skills necessary for designing and arranging fresh flowers and dried materials for use in a home or retail shop. Plant and Flower Identification. Skills useful to flower shop employment are emphasized. Mechanics of design.

## HUMANITIES (HUMN)

**HUMN 1113 - Art Appreciation..... 3 Credits**  
 (H) Class 3. A study of the developments, philosophies, and practices of art in the major cultures from pre-history through the modern era.

**HUMN 1123 - Music Appreciation..... 3 Credits**  
 (H) Class 3. An examination of historical periods as reflected through music with emphasis given to technique as it evolved in Western culture.

**HUMN 2113 - General Humanities: Ancient World through Middle Ages ..... 3 Credits**  
 (H) Class 3. A chronological study of significant ideas of Western man from ancient Greece through the Middle Ages as manifested in art, music, literature, and philosophy.

**HUMN 2223 - General Humanities: Renaissance to Present ..... 3 Credits**  
 (H) Class 3. A chronological study of significant ideas of Western man from the Renaissance to the present as manifested in art, music, literature, and philosophy.

**HUMN 2300 - Special Topics..... 1-3 Credits**  
 (H) *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Humanities. Individual and/or group study. May be repeated with a different topic.

**HUMN 2413/ENGL 2413-World Literature ..... 3 Credits**  
 (H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* A chronological study of literature as it reflects the development of Western culture.

## JOURNALISM (JORN)

**JORN 1011, 1111, 1211, or 1311 - Journalism Staff Problems..... 1 Credit**  
 Class 1. Specialized staff problems. Work in specialized fields of newspaper writing to meet the needs of the school newspaper.

**JORN 1113 - Elementary Journalistic Writing ..... 3 Credits**  
 Class 3. This course includes the theory and practice of journalistic writing. Students enrolled become reporters on the staff of *The Connors Collegian*, the campus newspaper.

**JORN 1213 - Journalistic Writing ..... 3 Credits**  
 Class 3. *Prerequisite: JORN 1113 – Elementary Journalistic Writing.* Reporting, interviews, collecting and handling of news materials, introduction to advertising copy and layout are included in this course. Students assist with the publication of *The Connors Collegian*.

**JORN 1313 - Introduction to Photography..... 3 Credits**  
 Class 2. The basic fundamentals of photography presented in a functional manner. Analysis of pictorial content, effective use of the camera, and basic laboratory skill are also included.

**JORN 1513 - Copy Preparation, Design, and Layout ..... 3 Credits**  
 Class 2, Lab 2. This course covers copy preparation for offset lithography and silkscreen processes. Paste-up procedures, proofreading, layout, and advertising composition are covered. Fundamentals of design and layout, application of the principles of design, copy fitting and planning production jobs are also included.

**JORN 2113 - News Editing..... 3 Credits**  
 Class 2, Lab 2. *Prerequisite: JORN 1113 – Elementary Journalistic Writing and JORN 1213 – Journalistic Writing.* Teaches theory of news selection, preparation and display. Emphasis is placed on the responsibility of the newsperson. Also included are lectures, discussions and work on the college newspaper.

**JORN 2300 - Special Topics ..... 1-3 Credits**  
*Prerequisites: Consent of the instructor.* The study and/or analysis of a selected topic in Journalism. Individual and/or group study. May be repeated with a different topic.

## MATHEMATICS (MATH)

**MATH 0013 - Basic Mathematics..... 0 Credit**  
 Class 3. *Placement: ACT Math subscore less than 19 and appropriate COMPASS Algebra placement score.* A study of the fundamental operations with whole numbers, fractions, decimals, and signed numbers, including a study of percentage, measure, ratio, and proportion, geometry, and scientific notation. This proficiency course is designed to prepare students for Elementary Algebra. MATH 0013 credits do not count toward an Associate degree.

**MATH 0113 - Elementary Algebra ..... 0 Credit**  
 Class 3. *Placement: ACT Math subscore less than 19 and appropriate COMPASS Algebra placement score or MATH 0013 - Basic Math* This course does not assume prior knowledge of algebra. Topics include signed numbers, integer exponents, algebraic expressions, factoring, algebraic



fractions, linear equations, linear graphing. This proficiency course is designed to prepare students for Intermediate Algebra. MATH 0113 credits do not count toward an Associate degree.

**MATH 0123 - Intermediate Algebra..... 0 Credit**

Class 3. *Placement: ACT Math subscore less than 19 and appropriate COMPASS Algebra placement score or MATH 0113 - Elementary Algebra.* This course is an extension of MATH 0113 for students who need to review the algebra background or satisfy a mathematics deficiency. Topics include review of real numbers, first degree equations, polynomials, rational expressions, linear equations in two variables, quadratic equations. This proficiency course is designed to prepare students for college level mathematics. MATH 0123 credits do not count toward an Associate degree.

**Math 1473 – Applied Mathematics ..... 3 Credits**

Class 3. *Prerequisite: MATH 0123 - Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory COMPASS Algebra proficiency score.* This course is designed to meet the general education math requirement for the non-math, non-science major. It is a 3-semester hour course and it presents an introduction to problem solving, analysis of functions and their graphs, applications to the natural sciences, agriculture, business and the social sciences. Applied Mathematics may not be taken for credit in the major field if the student is a math major.

**MATH 1493 - Mathematical Structures..... 3 Credits**

Class 3. *Prerequisite: MATH 0123 – Intermediate Algebra, ACT subscore of 19 or greater, or satisfactory COMPASS Algebra proficiency score.* A study of the fundamental structures of mathematics. This course is suitable for prospective elementary school teachers. Topics include systematic problem solving, logic, techniques of reasoning and proof, finite algebras and their properties, structure of number systems, algebraic systems, and introduction to number theory.

**MATH 1513 - College Algebra..... 3 Credits**

Class 3. *Prerequisite: MATH 0123 - Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory COMPASS Algebra proficiency score.* Scientific calculator required; graphing calculator recommended. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations and matrices and determinants.

**MATH 1613 - Trigonometry..... 3 Credits**

Class 3. *Prerequisite: MATH 1513 College Algebra with a grade of "C" or higher (or equivalent).* Topics include trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers.

**MATH 1715 - College Algebra and Trigonometry..... 5 Credits**

Class 5. *Prerequisite: MATH 0123 – Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory COMPASS Algebra proficiency score.* Graphing calculator required. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations, matrices and determinants, trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers.

**MATH 1813 - Analytical Geometry..... 3 Credits**

Class 3. *Prerequisite: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher. Instructor approval required for concurrent enrollment in MATH 1613.* Graphic calculator required. Topics include conic sections, translation and rotations of axes, polar coordinates, coordinate proofs, vector techniques and parametric equations.

**MATH 2103 - Elementary Calculus..... 3 Credits**

Class 3. *Prerequisite: MATH 1513 – College Algebra with a grade of "C" or higher.* This course is an introduction to differential and integral calculus for students of business and social science.

**MATH 2113 - Modeling: Geometry and Measurement..... 3 Credits**

Class 3. *Prerequisite: MATH 1493 Math Structures with a grade of "C" or higher.* A study of mathematical concepts for prospective elementary teachers using tactile models and appropriate technology. This course is designed for prospective elementary school teachers. Topics include geometry, measurement and trigonometry.

**MATH 2214 - Calculus I..... 5 Credits**

Class 4. *Prerequisite: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher.* Graphing calculator required. Topics include functions, limits, derivatives, applications of the derivative, the definite integral, the fundamental theorem of calculus and applications of integration. (FA)

**MATH 2234 - Calculus II..... 5 Credits**

Class 4. *Prerequisite: MATH 2214 Calculus I with a grade of "C" or higher.* Graphing calculator required. Topics include inverse functions, logarithm and exponential functions, hyperbolic functions, techniques of integration, improper integrals, L'Hospital's rule and infinite series. (SP)

**MATH 2300 - Special Studies in Math..... 1-5 Credits**

*Prerequisite: Consent of instructor.* The study and/or analysis of a selected topic in mathematics. May involve individual and/or group study. This course may be repeated with a different topic.

## Music (MUSC)

**MUSC 1111-1211-1311-1411 - Chorus Music..... 1 Credit**

Class 2, Lab 1. Course may be repeated for credit.

**MUSC 1112-1212 - Applied Voice..... 2 Credits**

Two lessons per week. This course covered the study of basic vocal techniques, proper breathing, diction, and singing style. Fee charged.



<b>MUSC 1121-1221-2321-2421 - College Band &amp; Orchestra.....</b>	<b>1 Credit</b>
Credit 1. <i>Enrollment by permission of instructor only.</i> Two lessons per week. A study of the basic techniques and skills on musical instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged. May be repeated for credit.	
<b>MUSC 1122-1222 - Applied Instrument .....</b>	<b>2 Credit</b>
<i>Enrollment by permission of instructor only.</i> Two lessons per week. A study of basic techniques and skills on instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged.	
<b>MUSC 1153 - Music Theory I.....</b>	<b>3 Credits</b>
Class 2, Lab 2. A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.	
<b>MUSC 1253 - Music Theory II.....</b>	<b>3 Credits</b>
Class 2, Lab 2. <i>Prerequisite: MUSC 1153 - Music Theory.</i> Continuation of <i>MUSC 1153</i> . A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.	
<b>MUSC 1312 – 1412 – Applied Voice.....</b>	<b>2 Credits</b>
<i>Prerequisite: MUSC 1212 – Applied Voice.</i> Two lessons per week. This course is a continuation of <i>MUSC 1212</i> and places advanced emphasis on vocal technique, especially on advanced English, Italian, and German Literature. Introduction of opera arias to capability of the student.	
<b>MUSC 1512 – Ear Training and Sight Singing I .....</b>	<b>2 Credits</b>
Class 2. Includes ear training in sight singing, time and diction.	
<b>MUSC 1522 – Ear Training and Sight Singing II .....</b>	<b>2 Credits</b>
Class 2. <i>Prerequisite: MUSC 1512 – Ear Training and Sight Singing.</i> Includes advanced ear training in sight singing, time and diction.	
<b>MUSC 2300 – Special Topics .....</b>	<b>1-3 Credits</b>
<i>Prerequisite: Consent of the instructor.</i> The study and/or analysis of a selected topic in Music. Individual and/or group study. May be repeated with a different topic.	
<b>MUSC 2322–2422 – Applied Instrument.....</b>	<b>2 Credits</b>
<i>Prerequisite: MUSC 1222 – Applied Instrument. Permission of instructor only.</i> Two lessons per week. The student will perform three solos each semester, two of which must be memorized. At least one solo must be contemporary, pre-romantic, and one of the student and/or instructor's choices. Fee Charged.	
<b>MUSC 2361-2461 - Vocal Workshop.....</b>	<b>1 Credit</b>
<i>Enrollment by permission of instructor only.</i> Music experience as an individual or as a member of vocal group including public performance. May be repeated for credit.	

## NATURAL RESOURCE ECOLOGY AND MANAGEMENT (NREM)

<b>NREM 1012 - Introduction to Natural Resource and Management.....</b>	<b>2 CREDITS</b>
CLASS 3. Introduction to the wide variety of natural resources found globally with a focus on Oklahoma eco regions. Including an overview of the ecology and management of natural resources in the Pine Hardwood Forest, the Cross Timbers, and the tall grass, mixed grass and short grass prairies. Offered fall semester.	
<b>NREM 1014 (L,N) – Introduction to Natural History .....</b>	<b>4 Credits</b>
Class 3, Lab 2. The study of living organisms, especially their origins, life histories, behaviors, conservation, and unique adaptations for reproducing and relating to their environment, Laboratory emphasis is on observation and investigation of the diversity and adaptations of living organisms. Offered fall semester.	
<b>NREM 1113 – Elements of Forestry .....</b>	<b>3 Credits</b>
Class 2 Lab 3. Survey of forestry as an art, science and profession including forestry and natural resource management theory, forest distribution and ownership, history of forest resource policy development, forest protection, wildlife interactions, forest ecosystem process, current issues, and career opportunities. One required two-day field trip.	
<b>NREM 2013 – ECOLOGY OF NATURAL RESOURCES.....</b>	<b>3 CREDITS</b>
CLASS 3. <i>Prerequisite(s): BIOL 1114 or AGRO 1213</i> –Introductory focus on understanding and applying general ecological principles to agricultural and natural ecosystems. Emphasis on relationships between climate, soils, agricultural and natural ecosystems. Topics include nutrient cycles, energy flow, species interaction, biological diversity, productivity, sustainability and landscape and ecosystem management. Offered spring semester.	
<b>NREM 2412 Shotgun Safety and Shooting Sports.....</b>	<b>2 credits</b>
Safety Skills; Proper operation of firearms; Cleaning and anatomy of firearms; Proper disassembly; Skeet and Trap Shooting; Maintenance of target throwers; Shell reload; Shooting skills and techniques; Competitive shooting. Offered Fall Semester.	

**NREM 2422 Advanced Gun Safety and Shooting.....2 credits**  
 Advanced Skills in Safety Education; Proper operation of firearms; Management of Competitive events; Advanced Competitive shooting skills. Maintenance of shooting range.

## NURSING (NURS)

**NURS 1002 – Success in Nursing Education--Hybrid ..... 2 Credits**  
 Class 2. *Prerequisite: Consent of the instructor.* This course has been designed to promote success in the nursing program. Students will be assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam. Exercises in critical thinking will be integrated throughout the course. Experience with the use of nursing informatics and time management skills will further enhance the student's probability of success in the nursing program. This is a blended course. Computer and internet access are required.

**NURS 1003 – Medical Terminology--ONL ..... 3 Credits**  
 Class 3. Introduction to word parts; root words, prefixes, and suffixes; structures, pathology, and procedures of body systems; diagnostic procedures; and pharmacology.

**NURS 1112 – Lab and Diagnostics ONL ..... 2 Credits**  
*Prerequisite: Concurrent enrollment in NURS 1228 Adaptations of the Family or NURS 2223 Transition to Professional Nursing.* Introduction to names of diagnostic and laboratory tests and their normal findings, critical values, indications for testing, test explanations, contraindications, potential complications, interfering factors, test results, and clinical significance. Emphasis on the role of nurses and other health care providers in diagnostic and laboratory testing is done by addressing psychosocial and physiologic interventions.

**NURS 1113 – Study of Disease and Disorders ONL..... 3 Credits**  
*Prerequisite: Concurrent enrollment in NURS 1117 Adaptations of the Family or NURS 2223 Transition to Professional Nursing.* This course provides an introduction to acute, chronic, and contemporary diseases. Included are the etiology, pathophysiology, prevention, treatment, and control of selected diseases. Students will survey various disease states that occur across the lifespan.

**NURS 1117 – Foundations of Nursing--Hybrid ..... 7 Credits**  
 Class 4. Skills Lab/Clinical/Communication Lab 9. This course introduces the student to the roles of the nurse as a provider of care manager and provider, and as a member within the discipline of nursing. As a provider of care, the student learns to assist the geriatric patient to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for patients throughout the life span. Emphasis will be placed on establishing nurse/client relationships and therapeutic communication. Skills associated with the role of the nurse are the primary focus.

**NURS 1132 – Mathematics for Nurses ..... 2 Credits**  
 Class 2. *Prerequisite: Concurrent enrollment in NURS 1117 Foundations of Nursing.* Introduces the nursing major to the mathematical skills essential for calculating medication dosage. Content includes conversion between metric, and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and critical care calculations.

**NURS 1223 - Clinical Practicum ..... 3 Credits**  
 Clinical 9. *Prerequisite: NURS 1223 Clinical Practicum must be taken concurrently with NURS 1228 Adaptations of the Family.* Utilizes theory content from NURS 1228, Adaptations of the Family. Theory and campus laboratory skills enable the student to plan and provide care for patients/families in select medical-surgical, obstetric, and pediatric settings.

**NURS 1228 – Adaptations of the Family Hybrid ..... 8 Credits**  
 Class 8. *Prerequisite: NURS 1117 - Foundations of Nursing and NURS 1132 – Math for Nurses. NURS 1228 must be taken concurrently with NURS 1223 Clinical Practicum.* Students will acquire knowledge of the nursing process in the practice of safe nursing care of families experiencing childbearing, childrearing, and selected medical/surgical problems. Focus will be placed on meeting basic needs, and applying developmental theory. The role of the student as a member within the profession will be expanded through recognition of accountability for nursing practice and identification of the need for personal/professional development.

**NURS 1232 – Pharmacology ONL ..... 2 Credits**  
 Class 2. *Prerequisites: Completion of NURS 1228 – Adaptations of the Family, or NURS 2223 – Transitions to Professional Nursing.* Basic concepts, principles, and terminology used in the study of pharmacology as related to the role of the nurse. Included will be introduction to drug classifications and the use of drugs in the health status of individuals throughout the life span. Emphasis will be placed on utilizing the nursing process when administering medications of all types and includes legal and ethical responsibilities.

**NURS 2133 – Nurse Practicum I ..... 3 Credits**  
 Clinical 9. *NURS 2133 must be taken concurrently with NURS 2137 Maladaptive States I.* Utilizes theory content from NURS 2137 Maladaptive States I. The course utilizes theory content from NURS 2137, Maladaptive States I. Theory and campus laboratory skills enable the student to plan and provide care for patients with acute and chronic illnesses in clinical setting.

**NURS 2137 – Maladaptive States I Hybrid ..... 7 credits**  
 Class 7. *Prerequisites: NURS 2223 – Transitions to Professional Nursing or NURS 1228 - Adaptations of the Family AND NURS 1223 - Clinical Practicum. NURS 2137 must be taken concurrently with NURS 2133 Nurse Practicum I.* By amplifying on the application of the nursing process, the student will utilize theoretical knowledge and clinical skills to meet the bio-psycho-social needs of individual adults experiencing medical-surgical and psychiatric disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing patient care within an interdisciplinary framework. Professional growth and personal accountability are stressed throughout the course.

**NURS 2223 – Transition to Professional Nursing Hybrid ..... 3 Credits**  
 Class 3. *Prerequisite: Acceptance into the Career Ladder program.* This course is especially designed to provide career mobility for the eligible licensed practical nurse and/or paramedic. The course provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Professional nursing skills will be developed through special emphasis on communication, the role of the professional nurse, legal accountability, nursing ethics, and role change. The course content also introduces the nursing major to the mathematical skills essential for calculating safe medication dosages. (SP)

**NURS 2243 – Nurse Practicum II ..... 3 Credits**  
 Clinical 9. *NURS 2243 must be taken concurrently with NURS 2247 Maladaptive States II.* Selected clinical laboratory experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes.

**NURS 2247 – Maladaptive States II Hybrid ..... 7 Credits**  
 Class 7. *Prerequisites: NURS 2133 - Nurse Practicum I and NURS 2137 - Maladaptive States I. NURS 2247 must be taken concurrently with NURS 2243 Nurse Practicum II.* This course focuses on the provision of advanced care for adult patients in complex settings. The student will demonstrate an internalization of the nursing process in the coordination of care for individuals and groups of patients. In the roles of provider and manager of care, the student will be provided the opportunity to practice accountability for nursing judgments and actions.

**NURS 2252 – Trends and Issues Hybrid ..... 2 Credits**  
 Class 2. *Prerequisites: NURS 2137 - Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II.* The student will use the nursing process to analyze current trends and issues influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues; analyze concepts common to effective leadership and management; and explore the status of nursing research in seminar format.

## PHILOSOPHY (PHIL)

**PHIL 1113 - Introduction to Philosophy ..... 3 Credits**  
 (H). An introduction to the ideas of major Western philosophers by examining questions concerning reality, knowledge, justice and morality. *May be counted as a General Education Humanities course.*

## PHYSICAL EDUCATION (PHED)

**PHED 1131 – Aerobics ..... 1 Credit**  
 Class 0. Lab 2. Provides opportunities for students to promote physical fitness through increasing lung capacity and oxygen transport system. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1241 – Tennis I ..... 1 Credit**  
 Class 0. Lab 2. (Individual Games). The aims of this course are to introduce students to the three basic strokes of tennis so that they may play tennis well enough to enjoy it, and to learn the rules and etiquettes of the game. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1251 – Tennis II ..... 1 Credit**  
 Class 0. Lab 2. (Individual Games). *Prerequisite: Tennis I or equivalent.* The aims of this course are to increase the proficiency of students in the three basic strokes of tennis, to learn to volley, and to learn the techniques of successful singles and doubles play. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1261 – Elementary Swimming ..... 1 Credit**  
 Class 0. Lab 2. This course covers acclimatization to the water, introduction to basic skills, strokes, and instruction in elementary from of personal safety. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1271 – Advanced Swimming ..... 1 Credit**  
 Class 0. Lab 2. *Prerequisite: PHED 1261 – Elementary Swimming or equivalent.* Review of basic skills; introduction and refinement of strokes including the crawl, sidestroke, breaststroke, and a study of personal skills. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1321 – Water Exercises ..... 1 Credit**  
 Class 0, Lab 2. Conducted in shallow water. The exercises are designed to provide a total body workout. Swimming skills are not required. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

**PHED 1411 Varsity Athletics and Fitness ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all **fall** semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.

**PHED 1421 Varsity Athletics and Fitness ..... 1 Credit**  
 Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all **spring** semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.

<b>PHED 1711 – Dance Team .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>fall</b> semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1713 Introduction to Athletic Training.....</b>	<b>3 Credits</b>
An introduction to the profession of athletic training. Basic history, policies and procedures, management, and prevention techniques related to athletic training. Development of essential skills and competencies needed to perform selected athletic training procedures. Included lab portion for development of skills. Offered Fall only.	
<b>PHED 1721 – Dance Team .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>spring</b> semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1811 Freshman Cheerleading .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>fall</b> semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>PHED 1813 Sports Nutrition .....</b>	<b>3 Credits</b>
Overview of the science of sports nutrition, with emphasis on nutrition as it applies to fitness, sport-specific training, and athletic performance. Topics include nutrient requirements and dietary recommendations, energy metabolism, weight management, and special nutrient needs during training and competition. Offered Fall semester only.	
<b>PHED 2711 – Dance Team .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>fall</b> semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2721 – Dance Team .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>spring</b> semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1821 Freshman Cheerleading .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>spring</b> semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>PHED 2062 – Lifeguarding.....</b>	<b>2 Credits</b>
Class 1. Lab 2. <i>Prerequisite – PHED 1271- Advanced Swimming or permission of instructor.</i> This course includes instruction and certification in American Red Cross Lifeguarding. The course encompasses the philosophy of lifeguarding, skills and responsibilities of a lifeguard, preventive lifeguarding, victim recognition, lifeguard skills, spinal injuries, pool maintenance and search and recovery.	
<b>PHED 2101 – Total Fitness I.....</b>	<b>1 Credit</b>
Class 0. Lab 3. An individualized self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2131 – Total Fitness II.....</b>	<b>1 Credit</b>
Class 0. Lab 3. <i>Prerequisite: PHED 2101 - Total Fitness I.</i> A continuation of the individualized, self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2133 – Foundations of Physical Education.....</b>	<b>3 Credits</b>
Class 3. Designed for professional orientation in health and physical education. Includes a brief history, philosophy and modern trends in physical education, teacher qualification and vocational opportunities. Required for students majoring in HPER.	
<b>PHED 2142 – Theory of Coaching Baseball.....</b>	<b>2 Credits</b>
Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of baseball are included in this course.	
<b>PHED 2152 – Theory of Coaching Basketball .....</b>	<b>2 Credits</b>
Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of basketball are included in this course.	

<b>PHED 2222 Introduction to Kinesiology .....</b>	<b>2 Credits</b>
An introduction course to the discipline of Kinesiology. The course will include origin, scope, development, and purpose of the Kinesiology discipline. The course will provide knowledge concerning future directions and career possibilities. Offered spring semester only.	
<b>PHED 2223 – Legal Aspects of Sports .....</b>	<b>3 Credits</b>
Class 3. Includes an examination of the interrelationships of the legal process in the field of physical education and athletics, discussion of fundamental legal concepts, analysis of litigated cases of tort-law, negligence. Also includes the liability of coaches and physical education instructors.	
<b>PHED 2300 – Special Topics in Physical Education .....</b>	<b>1-3 Credits</b>
Class 1, Lab 0-3. <i>Prerequisite: Consent of instructor.</i> The study and/or analysis of a selected topic in Physical Education. Individual and/or group study. May be repeated with a different topic.	
<b>PHED 2411 - Varsity Athletics and Fitness .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of instructor.</i> Open to all <b>fall</b> semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.	
<b>PHED 2421 - Varsity Athletics and Fitness .....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of instructor.</i> Open to all <b>spring</b> semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.	
<b>PHED 2512 - Motor Learning .....</b>	<b>2 Credits</b>
Class 2. This course covers the concepts and applications of motor skill development dealing with attention, memory, knowledge of results, transfer, practice and motivation.	
<b>PHED 2562 - Sports Officiating .....</b>	<b>2 Credits</b>
Lab 2. A study of the rules, mechanics, and principles of officiating for basketball, baseball, and softball. Designed for students who desire to officiate interschool athletics.	
<b>PHED 2664 Assessment and Management of Musculoskeletal Injuries .....</b>	<b>4 Credits</b>
Recognition and management of medical conditions affecting athletic participants. Medical history, use of evaluative tools, knowledge of various conditions and diseases, and clinical evaluation techniques for musculoskeletal disorders. This course will correspond directly with clinical observation placement and skills will be evaluated under the supervision of ATC. <i>Prerequisite: PHED 1713 and HLTH 2383.</i> Offered spring semester only.	
<b>PHED 2811 - Cheerleading.....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>fall</b> semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>PHED 2821 - Cheerleading.....</b>	<b>1 Credit</b>
Class 0. Lab 10. <i>Prerequisite: Team tryouts &amp; consent of the instructor.</i> Open to all <b>spring</b> semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	

## PHYSICAL THERAPIST ASSISTANT (PTAT)

<b>PTAT 1011 Introduction to Physical Therapy .....</b>	<b>1 credit</b>
This course will introduce students to the profession and practice of Physical Therapy, including history, professional organizations, educational process, roles and relationship of the physical therapist and physical therapist assistant, contemporary practice settings in physical therapy, ethical behavior, fraud/abuse, professional behaviors, data collection and medical record keeping, communication with medical professionals and patients, evidence-based practice, medical literature review, cultural awareness in practice, and responsibility for professional development.	
<b>PTAT 1012 Kinesiology for PTAs.....</b>	<b>2 credits</b>
The student will discuss the components of the musculoskeletal system, view function and mobility through the framework of the Human Movement System, and identify joint kinematics, normal and abnormal joint postures at rest and with activity, and normal and abnormal muscle tone. The student will become competent with joint range of motion assessment, manual muscle testing, and sensation testing. Clinical skills will be practiced in lab.	
<b>PTAT 1122 Pathophysiology for PTAs.....</b>	<b>2 credits</b>
In this course the student will gain knowledge of various organ systems of the human body, and explore the etiology, pathophysiology, signs/symptoms, course of treatment, effects of aging, and effect of disease condition on patient health, roles, family/caregivers, and therapeutic care. Basic pharmacology commonly seen in practice settings will be covered.	



**PTAT 1203 Basic Patient Care Skills..... 3 credits**

This course covers basic patient care skills, including: assessment of vital signs, identifying emergency situations, understanding the hospital environment and medical equipment, asepsis techniques, anthropometric measurements, patient interviewing, positioning and draping techniques, wheelchair management, use of assistive devices for gait, and patient mobility and transfer techniques. Students will build upon medical record review, understanding of the plan of care, and medical documentation. Clinical skills will be practiced in lab.

**PTAT 1033 Therapeutic Exercise I..... 3 credits**

This course will cover the basic principles of exercise, types of exercise, therapeutic goals for exercise, and rationale of the implementation and progression of therapeutic exercises within the plan of care. The student will learn to monitor physiological responses to exercise and make adaptations as appropriate, analyze gait cycle and identify gait deviations, perform postural assessments, and functional training through therapeutic exercise. Clinical skills will be practiced in lab.

**PTAT 1023 Physical Agents..... 3 credits**

During this course, the student will become competent in the application of the following biophysical agents: biofeedback, electrotherapeutic agents, compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction, and light therapies. Indications and contraindications for use, efficacy, and physiological response to these biophysical agents will be covered. The student will build on previously taught communication skills, working within the plan of care, and medical documentation. Clinical skills will be practiced in lab.

**PTAT 2033 Therapeutic Exercise II..... 3 credits**

This course will build on students' knowledge of therapeutic exercise, covering cardiac rehabilitation spinal stabilization, advanced balance training, work specific reconditioning programs, and the application of exercise with specialized patient populations, including geriatric and women's health. Amputations and prosthetic use and care will be covered. Clinical skills will be practiced in lab.

**PTAT 1232 Clinical Procedures..... 2 credits**

This course covers massage techniques, pulmonary rehabilitation, peripheral joint mobilization, use of orthotics, wound management, edema management techniques, and environmental and ergonomic assessment. Clinical Skills will be practiced in lab.

**PTAT 1212 Clinical Practice I..... 2 credits**

This is the first of three clinical educational courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting under the direct supervision of a licensed physical therapist. The student will apply basic clinical skills, engage in clinical reasoning, perform medical chart review, and document patient care experiences in a medical record. The student will develop professional behaviors in the clinical setting. This is a full-time 3 week clinical experience (120 hours).

**PTAT 2011 Orthopedic Management for PTAs..... 1 credit**

This course will cover various orthopedic conditions, including: etiology, signs/symptoms, surgical management, and therapeutic management both pre and post-operatively. Students will explore conditions affecting the shoulder, elbow, wrist/hand, hip, knee, ankle/foot, and spine. Students will further develop their ability to work within the plan of care and progress a treatment plan.

**PTAT 2043 Neurology & Rehabilitation for PTAs..... 3 credits**

This course covered rehabilitation techniques for individuals with neurological disorders. Typical and atypical development will be discussed, including gross and fine motor milestones, righting and equilibrium reactions, and developmental reflexes. Students will explore a variety of neurological conditions affecting both pediatric and adult populations, including current theory, treatment approaches, and use of age-appropriate interventions. Clinical skills will be covered in lab.

**PTAT 2124 Clinical Practice II..... 4 credits**

This is the second of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experience, working with patients with more complex issues, and increasing patient care load. The student will further develop communication skills, and apply ethical decision making and values-based behaviors into patient care. This is a full-time 5 week clinical experience (200 hours).

**PTAT 2121 Professional Issues..... 1 credit**

During this course, the student will utilize experiences gained in clinical education courses to reflect upon and assess their performance as a student physical therapist assistant. The following topics will be discussed: treatment and progression of complex patients within an interprofessional team, contemporary healthcare settings and systems, adjustment of delivery of care to maintain a patient-centered approach, quality assurance, ethical and safe practice, leadership and advocacy, and medical fraud and abuse. Students will also learn resume writing skills and discuss professional behaviors as they prepare to transition from student to practitioner.

**PTAT 2134 Clinical Practice III..... 4 credits**

This is the last of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge from all didactic coursework in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experiences, working with more complex patients and heavier caseload as appropriate. This course allows students to transition forward to becoming a practitioner, integrating knowledge with experience to become safe and effective entry-level physical therapist assistants. This is a full-time 6 week clinical experience (240 hours).

## **PHYSICS (PHYS)**

**PHYS 1114 – General Physics I..... 4 Credits**

Class 3, Lab 2. *Prerequisites:* MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry. This course is an introductory non-calculus based physics course and includes topics from mechanics, heat, and sound. (FA)



**PHYS 1214 – General Physics II ..... 4 Credits**  
Class 3, Lab 2. *Prerequisite:* PHYS 1114 General Physics I. Scientific calculator required. This course is a continuation of the general physics sequence and will include topics from electricity, magnetism, light, and atomic physics. (SP)

**PHYS 2014 – Engineering Physics I..... 4 Credits**  
Class 3, Lab 2. *Prerequisite:* MATH 2215 Calculus I. Scientific calculator required. This course is a calculus based physics course for physics, engineering or science majors. Topics include vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational kinematics and dynamics, equilibrium, oscillations, gravitation, fluid mechanics, and sound waves.

**PHYS 2114 – Engineering Physics II..... 4 Credits**  
Class 3, Lab 2. *Prerequisite:* PHYS 2014 Engineering Physics I. Scientific calculator required. This course is a continuation of the engineering physics sequence and will include topics such as temperature, heat, electricity, magnetism, and light and optics.

**PHYS 2300 – Special Topics in Physics ..... 1-4 Credits**  
Class 1-4. *Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in physics. May involve individual and/or group study. The course number may be repeated with a different topic.

## POLITICAL SCIENCE (POLS)

**POLS 1113 – American Federal Government ..... 3 Credits**  
Class 3. This course provides an overview of the origin and framework of the federal government and political party machinery. Course satisfies the general education requirement for U.S. Government.

**POLS 2113 – Introduction to American State and Local Government ..... 3 Credits**  
(S) Class 3. This course covers the political processes, government and administration of American States, cities, and counties with special emphasis on Oklahoma.

**POLS 2300 – Special Topics..... 1-3 Credits**  
*Prerequisite:* Consent of instructor. The study and/or analysis of a selected topic in Political Science. Individual and/or group study. May be repeated with a different topic.

## PSYCHOLOGY (PSYC)

**PSYC 1113 – Introduction to Psychology ..... 3 Credits**  
(S) Class 3. A survey of the major areas of study in psychology such as: motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought and treatment.

**PSYC 2113 – Psychology of Adjustment ..... 3 Credits**  
(S) Class 3. *Prerequisite:* PSYC 1113 - Introduction to Psychology. Course is devoted to the emotional health of human beings. Primary topics include emotions and their development, control and relationship to bodily and mental health, physiological factors affecting mental stability and a discussion of important personal problem.

**PSYC 2213 – Introduction to Personality Theories ..... 3 Credits**  
(S) Class 3. *Prerequisite:* PSYC 1113 – Introduction to Psychology. An introductory course examining processes and various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories.

**PSYC 2300 – Special Topics..... 1-3 Credits**  
*Prerequisite:* Consent of instructor. The study and/or analysis of a selected topic in Psychology. Individual and/or group study. May be repeated with a different topic.

**PSYC 2301 – Special Topics – President’s Leadership Class ..... 1 Credit**  
*Prerequisite:* PLC Application Portfolio and selection by PLC Advisory Council. Students eligible to submit the Application Portfolio are those who are current high school seniors. Refer to the President’s Leadership Class Constitution for Purpose and the Policies of the President’s Leadership Class. Eligible students may enroll in this course for up to four semesters. For more information, see Scholarships section of the catalog.

**PSYC 2313 – Developmental Psychology ..... 3 Credits**  
(S) Class 3. *Prerequisite:* PSYC 1113 – Introduction to Psychology. A theoretical and research-based course that covers the social, emotional, physical and cognitive aspects of human development throughout the life span.

**PSYC 2443 – Leadership Development..... 3 Credits**  
Class 3. This course will examine all aspects of leadership development in the individual. Emphasis will be placed on the study of the philosophy, morals, ethics, individual ability, and style of leadership.

**PSYC 2543 – Introduction to Social Psychology ..... 3 Credits**  
(S) Class 3. *Prerequisite:* PSYC 1113 - A Psychology course, with a prerequisite of Introduction to Psychology 1113, which will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.

## RADIOLOGY (RADT)

**RADT 1003 – Medical Terminology I** ..... 3 Credits  
Class 3. An introduction to the foundations of medical terminology including root words, suffixes, prefixes, word elements, and word terminals. Emphasis is placed on correct pronunciation, spelling, and definitions.

## RELIGIOUS EDUCATION (RELI)

**RELI 1023 – New Testament Survey** ..... 3 Credits  
Class 3. Course examines history, literature and culture of the New Testament world and its contribution to Western Civilization.

**RELI 1123 – Old Testament Survey** ..... 3 Credits  
Class 3. Course examines history, literature, and culture of the Old Testament world and its contribution to Western Civilization.

**RELI 2113 – Christian Ethics and Social Thought** ..... 3 Credits  
Class 3. Course provides an introduction to the problems and methods of translating the Biblical faith into action in the contemporary world.

## SOCIOLOGY (SOCI)

**SOCI 1113 – Principles of Sociology** ..... 3 Credits  
(S) Class 3. This course provides a general survey of the field of sociology. Emphasis is placed on the foundation of human society, institutional organizations and social change.

**SOCI 2113 – Introduction to Social Services** ..... 3 Credits  
(S) Class 3. . *Prerequisite:* SOCI 1113 –Principles of Sociology This course is designed to acquaint the student with the various areas of social service. Includes an introduction to the philosophy, purposes and functions of various agencies.

**SOCI 2300 – Special Topics** ..... 1-3 Credits  
(S) *Prerequisite:* Consent of Instructor. The study and/or analysis of a selected topic in Sociology. Individual and/or group study. May be repeated with a different topic.

**SOCI 2313 – Introduction to Counseling** ..... 3 Credits  
(S) Class 3. . *Prerequisite:* SOCI 1113 –Principles of Sociology includes a study of the principles, viewpoints, and approaches in the counseling situation. Also addresses the directive, non-directive, and eclectic techniques in counseling.

**SOCI 2323 – Social Problems** ..... 3 Credits  
(S) Class 3. . *Prerequisite:* SOCI 1113 –Principles of Sociology An overview of current social problems in the United States. Analyzes sociological and ideological definitions of social problems and considers a variety of possible solutions.

**SOCI 2413 – Introduction to Cultural Anthropology** ..... 3 Credits  
(S) Class 3. . *Prerequisite:* SOCI 1113 –Principles of Sociology A survey course in the field of cultural anthropology. Emphasis is placed on a cross-cultural comparison of human institution.

**SOCI 2423 – Sociology of the Family** ..... 3 Credits  
(S) Class 3. . *Prerequisite:* SOCI 1113 –Principles of Sociology includes an overview of the origin and development of marriage customs and systems of family organization. A cross-cultural survey of the family as a basic institution in human societies is also included.

**SOCI 2523 – Social Psychology** ..... 3 Credits  
(S) Class 3. *Prerequisite:* SOCI 1113 - Introduction to Psychology or SOCI 1113 - Principles of Sociology. This course integrates sociology and psychology in the study of personality development, social adjustment and social control.

## SPANISH (SPAN)

**SPAN 1113 Elementary Spanish I** ..... 3 Credits  
Class 3. Grammar, pronunciation, reading, composition, oral-aural practice.

**SPAN 1223 Elementary Spanish II** ..... 3 Credits  
Class 5. *Prerequisite:* SPAN 1113 – Elementary Spanish or one year of high school Spanish. Includes the fundamentals of grammar, the subjunctive mood, composition and easy reading in the Spanish language. Students for whom Spanish is their native language may not receive credit for this course.

## SPEECH (SPCH)

**SPCH 1013 – Principles of Listening** ..... 3 Credits  
Class 3. Course focuses on the role of listening in promoting successful oral communication in the business and educational communities. Includes components of listening comprehension, improving listening behavior, barriers to effective listening and elements of improving listening comprehension at five levels intrapersonal, interpersonal, small group, public address, and mass communication.

**SPCH 1101-1201-1301-1401 – Intercollegiate Forensics** ..... 1 Credit  
Lab. *Prerequisite:* Permission of Instructor. These courses include preparation for and participation in intercollegiate debate events.

- SPCH 1111–1121–2111–2121 – Competitive Speech ..... 1 Credit**  
 Lab. *Prerequisite: Permission of Instructor.* These courses include preparation for and participation in intercollegiate competitive speaking events.
- SPCH 1113 – Introduction to Oral Communication ..... 3 Credits**  
 Class 3. An introductory course designed to prepare students to effectively communicate in different situations, including group communication, conversation and public presentation. Elements of communication are emphasized including confidence, listening, non-verbal, outlining and presentation skills. The course consists of theory and performance.
- SPCH 1123 – Elementary Dramatics ..... 3 Credits**  
 Class 3. Examines the theater from the actor's point of view, including stage scenery and accessories. Introduces a brief history of the theater. Participation in a stage performance is required.
- SPCH 2101–2201–2301–2401 – Dramatics Laboratory ..... 1 Credit**  
*Prerequisite: Permission of instructor.* Includes the application of dramatic theory. Participation in at least one production, either back-stage or acting is required. May be repeated for credit.
- SPCH 2113 – Communications in Business & the Professions ..... 3 Credits**  
 Class 3. A course designed to help entry-level employees obtain a position, keeping the job, or advance in their field by improving their understanding of, and skill in, the forms of communication most crucial to their growth and success on the job. These communication skills include listening, providing feedback, decision-making/problem-solving, working in groups, giving and receiving orders, meeting management, interpersonal competency, speaking before small groups and participating with subordinates in and conducting interviews.
- SPCH 2213 – Advanced Dramatics ..... 3 Credits**  
 Class 3. *Prerequisite: SPCH 1123 Elementary Dramatics or Permission of Instructor.* This course is a continuation of SPCH 1113 – Elementary Dramatics.
- SPCH 2300 – Special Topics ..... 1-3 Credits**  
 Class 1-3. *Prerequisite: Permission of instructor.* The study and/or analysis of a selected topic in Speech. Individual and/or group study. May be repeated with a different topic.
- SPCH 2413 – Group Discussion ..... 3 Credits**  
 Class 3. Principles and methods for successful participation in group discussions, stressing understanding of leadership, interpersonal relations, problem solving and participation. This course will consist of basic theory and participation in group discussions.
- SPCH 2423 – Interpersonal Communications ..... 3 Credits**  
 Class 3. A course designed to develop communication skills to help effectively manage one-to-one relationships primarily in the context of work, family and other interpersonal experiences. These skills will help to initiate, develop and maintain fulfilling interpersonal relationships.
- SPCH 2703 – Oral Interpretation of Literature ..... 3 Credits**  
 Class 3. This course includes oral performance of literature including selection, analysis, rehearsal and performance of poetry, prose and/or drama.
- SPCH 2713 – Argumentation and Debate ..... 3 Credits**  
 Class 3. The study and application of logical argumentation in persuasion. Emphasis will be placed on application through debate and discussion focusing on value and policy propositions.

## STATISTICS (STAT)

- STAT 2013 – Elementary Statistics ..... 3 Credits**  
 Class 3. *Prerequisite: MATH 1513 or equivalent.* This course includes both descriptive and inferential statistics. Students will become familiar with data collection techniques and be able to make predictions about populations based on results of statistical testing. Topics will include frequency distributions and graphs, counting techniques and probability, discrete and continuous probability distributions, and hypothesis testing. Statistical tests covered in this course include the Z-test, T-test, F-test, Chi-Square-test and ANOVA. Correlation and regression will also be covered.

# FACULTY AND STAFF

## Faculty

**Bishop, Lloyann Ferrell-** ..... 2016  
Nursing;

**Blackford, Jennifer** ..... 2016  
Mathematics;

**Carlton, Ryan** ..... 2004  
Biological Science; AS, Connors State College, BA, Northeastern State University, Doctor of Chiropractic, Parker College of Chiropractic

**Corrado, Debara** ..... 1997  
Biological Science;

**Corrado, Frank** ..... 2013  
Biological Science; BS, MS, PhD, Oklahoma State University

**Cullison, Courtney** ..... 2014  
Political Science; BA, Oklahoma State University, MS, PhD, University of Oklahoma

**Culver, Freeman** ..... 2013  
History; BA, MA, University of Alabama

**Dinger, Julie** ..... 2010  
Interim VP for Academic Affairs, Division Chair Social Sciences; BA, MA, PhD University of Oklahoma

**Edmonds, Daniel** ..... 2011  
Agriculture; BS, MS, Oklahoma State University

**Garland, Lee Ann** ..... 2007  
English; BA, MA, Northeastern State University

**Golden, Debra K** ..... 2002  
Director of Horticulture, Agriculture; BS, MS, Oklahoma State University

**Grady, Gary L** ..... 2007  
Psychology; BA, Oklahoma Christian University, M.Ed., University of Central Oklahoma, DMIN, Trinity Theological Seminary

**Grimes, Tomi** ..... 2016  
English; BA, M.Ed., Northeastern

**Gulley, Katie** ..... 2012  
Nursing; ADN, Tulsa Community College, BSN, Langston University, MS, University of Oklahoma Health Sciences Center

**Hayes, Kimera** ..... 1997  
Communications; BA, University of Texas Arlington, MA, East Central University

**Hendrix, Sharon** ..... 2003  
English; BA, Southeastern Oklahoma State University, M.Ed., Northeastern State University

**Hibbs, Tabatha** ..... 2013  
English; BA, Western Kentucky University, MS, McNeese State University, PhD. University of Tulsa

**Hill, Rebecca** ..... 2013  
English; BA, MS, University of St. Andrews – Scotland, UK

**Hoskinson, Linda** ..... 2005  
Reading; BA, MS, Northeastern State University

**Hutson, Katy** ..... 2016  
Nursing; BSN,

**Johnsey, Nancy** ..... 2013  
Nursing, LBSN, University of Oklahoma Health Sciences Center, MS, Oklahoma University Science Center

**Johnson, Charlie** ..... 2014  
Nursing; BSN, Oklahoma Wesleyan University, MSN Walden University

**Johnson, Joyce** ..... 2004  
Nursing; ADN, Connors State College, BSN, Northeastern State University, MS, University of Oklahoma Health Sciences Center

**Jones, Gina** ..... 2000  
Business/Information Technology; BBA, MS, Northeastern State University

**Kirk, Susan** ..... 2013  
Mathematics; BS, MS, Northeastern State University

**Kilpatrick, Tomi Kay** ..... 2016  
Business/Information Technology; BBA, MS, Northeastern State University

**Lawson, Jake** ..... 1998  
Director of Equine Program, Head Rodeo Coach, Equine Technology; AS, AAS, Connors State College, BS, MS, Northeastern State University

**Lester, Heather** ..... 2006  
Mathematics; BS, MS, Northeastern State University

**Lybarger, Susan** ..... 2013  
Nursing; BSN, MSN, University of Oklahoma Health Sciences Ctr.

**Miller, Brandon** ..... 2015  
Agriculture/Wildlife; LBS Oklahoma State University

**O'Quinn, Robin** ..... 2011  
Interim Asst. VP for Academic Affairs, Division Chair of Communication & Fine Arts and Developmental Education; AA, Connors State College, BS, M.Ed., Northeastern State University

**Palmer, Lori** ..... 2013  
Humanities; MS, University of Oklahoma

**Quesada, Nicole** ..... 2015  
Humanities;

**Rock, Lynett** ..... 2004  
Division Chair Mathematics, Science, and Physical Education; BS, Northeastern State University, MS, Oklahoma State University

**Scott, Julie** ..... 2015  
Nursing; AAS, Connors State College, BSN, Southwestern Oklahoma State University

**Smith, Brenda** ..... 2008  
Nursing; ADN, Connors State College, BSN, Bacone College, MS, University of Oklahoma

**Threadgill, Shiranjini** ..... 2009  
Mathematics; BS, Northeastern State University, MS, Oklahoma State University

**Tucker, Whitney** ..... 2013  
Health Instructor; Wellness & Fitness/Athletic Trainer

**Tyrrell, Kenneth** ..... 2009  
Chemistry; BS, MBA, Northeastern State University, MNS, University of Oklahoma, MS, University of Tulsa

**Walker, Jake** ..... 2007  
Assistant Rodeo Coach/Agriculture Equine Technology; AAS, AS, Connors State College, BS, Oklahoma State University, MS, East Central University

**Watson, Sandra Scott** ..... 2016  
Nursing;

**Wilson, Rhonda** ..... 2008  
Division Chair of Business, Computer Sciences; BS, MS, Northeastern State University

**Woods, Stuart** ..... 1988  
Science/Biology; BS, Washington State University, MS, Ed.D, Oklahoma State University

## Professional Staff

**Anderson, Cindy** ..... 2012  
Executive Assistant to the President, Warner

**Anderson, Lindsay** ..... 2016  
Admin. Asst., Tutor Coordinator for Student Support Services

**Brewer, Jennifer** .....  
Admissions Clerk

**Bright, William** ..... 2016  
Title III Lab Technologist

**Bumgarner, Heather** ..... 2012  
Coordinator of Residential Life

**Butler, Jody** ..... 2013  
Muskogee Campus Director/ADA Coordinator

**Chairs, Glynn** ..... 2012  
Executive Assistant to the VP of Fiscal Affairs

**Clovis, Rebecca** ..... 2016  
Title III Native American Advisor-Warner

**Connolly, Callie** ..... 2014  
Academic Advisor/Title III Native American Advisor-Muskogee

**Dallis, Jonathan** ..... 2014  
Digital Content Administrator

**Deese, Michael** ..... 2012  
Interim, Head Women's Softball Coach

**Donelson, Randy** ..... 2014  
Campus Police Office, Port

**Drake, Derek** ..... 2015  
Coordinator of Student Activities

**Duvall, Megan** ..... 2014  
Assistant Director of Recruitment Services

**English, Mattie** ..... 2008  
Director of Financial Aid

**Fisher, James "Jamie"** ..... 2012  
Women's Head Basketball Coach

**Foreman, Robert** ..... 2000  
Assistant Men's Baseball Coach/Physical Education

**Foster, Sarah** ..... 2015  
Coord. For PTA Curriculum Dev. & Accreditation

**Gandy, Sandy** ..... 2013  
Programmer/Analyst

**Glass, Amber** ..... 2014  
Assistant Registrar

**Grooms, Samuel** ..... 2015  
Assistant Coach, Men's Basketball

**Hagebusch, Sandy** ..... 2009  
Account/Purchasing Specialist

**Haley, Brittanie** ..... 2016  
Assistant Coach-Women's Basketball

**Hildebrand, Nolan** ..... 2015  
Assistant Livestock Judging Coach

**Hodges, Heath** ..... 2004  
Director of IT & Institutional Research

**Holloway, Phoebe "Suzanne"** ..... 2010  
FOCUS Program Coordinator

**Hothouse, JoLee** ..... 2015  
Residence Manager

**Isom, Kevin** ..... 2014  
Assistant Director of IT/Network Administrator

**Keith, Korey** ..... 2016  
Residence Manager

**Keith, Perry** ..... 1983  
Head Baseball Coach/Physical Education

**King, Kwanna** ..... 2011  
Registrar

**Kinman, Debra** ..... 2016  
Title III Satellite Coordinator & Exec. Assistant

**Knapper, Ashley "Logan"** ..... 2011  
Director of Recruitment Services

**Lane, Angie** ..... 2001  
Bursar

**Lindquist, Heather** ..... 2011  
Admissions Clerk

**Malone, Nancy** ..... 2011  
Student Support Advisor

**Martin, Barbara** ..... 2015  
Director of Student Support Services

**Matson, Heather** ..... 2014  
Academic Skills Instructor/FOCUS Program

**Mayhall, Randy** .....  
Title III Research Analyst

**McElyea, Brandy** ..... 2012  
Executive Assistant & External Affairs Coordinator

**McFarland, Larry** ..... 2013  
Farm Hand II – Ag. Equip. Operator

**Mendenhall, James** ..... 2011  
Coordinator of Campus Safety & Security/Chief of Police

**Moon, Bridgett**.....  
Student Support TRIO Advisor

**Morton, Roger**..... 2002  
Farm Manager

**Muse, William “Bill”** ..... 1992  
Athletic Director/Head Men's Basketball Coach

**Noble, Colleen** .....  
Title III Native American Success & Cultural Centers

**Patton-Pearce, Stacy**..... 2012  
Asst. Director of College & Community Relations

**Phillips, Kim**.....  
Title III Curriculum Specialist/Activity Director

**Purcell, Elsie**..... 2015  
Library Technician

**Rayborn, Becky** ..... 2009  
Library Technician

**Remer, Raven** ..... 2014  
Executive Assistant to Sr. VP for Academic & Student Affairs

**Rich, Eileen Thomas-** ..... 2013  
ADA Resource Specialist/Tutor Supervisor

**Rodgers, Gwen**..... 2015  
Title III Project Manager

**Rowe, David “Jonathan”**..... 2013  
Coordinator of Residential Life & Special Events

**Rowe, Jana** ..... 2013  
Financial Aid Counselor

**Sasser, Charlotte** .....  
Admissions Clerk

**Seabolt, Karen** ..... 2012  
Accounts Payable Manager/Controller

**Shanks, Jamie**..... 2016  
GEAR UP College Liaison/Coach

**Shanks, Larry**..... 2016  
Assistant Coach-Softball

**Singleton, Carrie**..... 2015  
Accounts Payable/Energy Accountant

**Smith, Bradley** ..... 2016  
Mailroom/Concession Clerk

**Spears, Ona Britton-** ..... 2015  
Director of Library Services

**Stewart, Baxter** ..... 2011  
Senior Accountant

**Tatum, Shawna** ..... 2013  
Business Office Cashier

**Todd, Sherry** ..... 1996  
Administrative Secretary

**Todd, Trent**..... 2012  
Assistant Bursar

**Trennepohl, Todd** ..... 2015  
Show Team Coach

**Tucker, Albert** ..... 2012  
Desktop Administrator

**Walker, Nathaniel**..... 2006  
Director of Human Resources

**Wanger, Elizabeth**..... 2013  
Financial Aid Counselor

**Webber, Patricia “Patty”** ..... 2014  
Payroll Administrator

**Williams, Teresa** .....  
Human Resources Representative