



Catalog

2013-2014





General Catalog for 2013-2014
July 2013 – VOL. LXXV, No. 1

Accreditation

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

Documentation of Victoria College's accreditation is located in the Office of the Vice President of Instruction and may be reviewed by all interested parties.

Interested constituents may contact the Commission on Colleges to learn about the accreditation status of the institution for alleged noncompliance with a standard or requirement. The Commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Victoria College and not to the Commission's office.

Victoria College
2200 E. Red River Street
Victoria, Texas 77901

(361) 573-3291
toll free (877) 843-4369
fax (361) 572-6419
VictoriaCollege.edu

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

VC Mission & Values

Mission

Victoria College is a public, open-admission college. Our mission is to provide educational opportunities and services for our students and the communities we serve. Victoria College provides:

Associate Degrees and Certificates – Programs leading to the Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates that meet the needs of the students and communities within our service area.

University Transfer – Academic courses that apply to baccalaureate degrees and meet the educational needs of students planning to transfer to a university.

Career & Technical Education – Credit courses and programs designed to satisfy local and regional employer demands and meet individuals' workforce training needs.

Academic Foundations – Compensatory education courses consistent with open-admission policies designed to prepare students effectively for success in college-level studies.

Continuing Education – Noncredit courses and programs that meet the immediate technical and occupational skills needs of employers and the individual, and fulfill the personal enrichment and cultural needs of the individual and the community.

Adult Education – Adult education, basic skills, and English as a second language instructional programs that meet the specific educational needs of our adult constituency.

Student Support – Services and activities that support student success, including academic guidance and counseling services.

Cultural and Intellectual Outreach – Educational activities and events that enhance our community's quality of life.

Values

Victoria College's commitment to its mission is guided by the following values:

We value integrity. Victoria College will foster an environment of respect, honesty, openness, and fairness and will promote responsible stewardship of resources and public trust.

We value respect for the unique characteristics and abilities of individuals. Victoria College will welcome and promote diversity among students, faculty, staff, and our community, while cultivating a respectful, collegial, and accessible working and learning environment.

We value student achievement and student success. Victoria College will create learning opportunities that challenge our students and help them meet their educational goals.

We value excellence. Victoria College will strive to achieve the highest standards of performance in teaching and in the services we offer students, colleagues, and our community.

Please Note

Information in Victoria College's 2013-2014 Catalog is accurate as of July 1, 2013.

Please refer to the Victoria College website at www.VictoriaCollege.edu for current information.

While the College endeavors to provide current and accurate information in this catalog, information contained herein is for informational purposes only and is subject to change without notice. Courses, faculty assignments, prerequisites, graduation or completion requirements, standards, tuition and fees, policies, practices, and programs may be changed from time to time. Courses may not be offered each semester or each year. If you have any questions, you may contact the appropriate department or unit at the contact numbers in this catalog.

Notwithstanding the information provided in this catalog, the College retains the exclusive right to judge academic proficiency and may decline to award any degree, certificate, or other evidence of successful completion of a program, curriculum, or course of instruction based thereupon. The College retains the exclusive right to interpret this catalog; to amend, modify, suspend, or cancel any of the policies, programs, or practices in this catalog; and to take any action in the administration of the policies, programs, or practices in this catalog that the College deems appropriate.

MISSION & VALUES.....	2	Legislation Concerning Physical	
CAMPUS MAP	8	Education Courses.....	40
IMPORTANT NUMBERS & DATES	9	Legislation Concerning Courses Attempted	
Campus Contact Numbers	10	More Than Twice	40
College Calendar	12	Dropping a Course.....	40
		Schedule Changes	40
ADMISSIONS &		Six Drop Rule	41
ACADEMIC REGULATIONS.....	15	How to Drop a Class.....	43
Who Can Apply	16	How to Completely Withdraw from College....	44
How to Apply.....	17	Effects of Course Load Reduction/Total	
Admission to College.....	18	Withdrawals.....	45
Required State Testing.....	18	Distance Education.....	45
Immunizations	20	Online (Blackboard) Orientation	46
Application for Admission.....	21	Virtual College of Texas (VCT).....	46
Methods of Admission	21	Final Exams	46
Residency Requirements.....	23	Dean's List	46
Academic Fresh Start	24	Degree/Certificate Requirements	47
Requesting a Victoria College Transcript.....	25	Associate of Arts Degree	48
New Student Information Session	25	Associate of Science Degree.....	48
Student Success: On Course	25	Associate of Applied Science Degree.....	48
Students' Right to Review Information	25	Certificate in a Career & Technical Program ..	49
Curriculum	26	Certificate in an Allied Health Program	49
Victoria College Core Curriculum	27	Catalog Year Designation for Degree and/or	
Academic Foundations	31	Certificate Requirements.....	50
Scholastic Probation	31	Graduation Participation and Honors	50
Enforced Withdrawal.....	32	Victoria College Transfer Credit Guarantee ..	51
Grades.....	32	Transfer Disputes.....	51
Grade Points.....	33	Transfer Credit Policy.....	52
Grade Point Average (GPA)	33	Evaluation Process of Transfer Credit	52
Grade Reports	33	Job Competency Guarantee.....	53
Registration	34		
Semesters, Sessions, and Credits.....	34	GENERAL REGULATIONS	55
Course Load	34	Student Conduct.....	56
Credit by Exam	35	Attendance.....	57
Tech Prep Credit	38	Instructor-Initiated Withdrawals (Drops).....	57
Transfer of Credits	38	Excused Absences for Religious Holy Days ..	57
Classification of Students	39	Family Education Rights & Privacy Act	58
Auditing a Class	39	Directory Information	58
Fall 2006 and after Beginning Freshmen		Confidentiality and Access of	
(30-Hour Rule).....	39	Student Records.....	58
45-Hour Limit.....	40	Transcripts	58

Name, Address, Social Security Number	STUDENT SERVICES95
Changes.....59	Student Services96
Messages and Deliveries to Students59	Admissions & Records and
Graduation, Employment, and Licensure	Welcome Center.....96
Exam Pass Rates59	Advising & Counseling Services.....96
Crime Awareness and Prevention Programs...59	New Student Information Session96
Clergy Act Report60	Student Success: On Course96
Illegal Drugs or Alcohol.....60	Career and Transfer Center97
TUITION AND FEES61	Child Care Assistance.....97
Tuition62	Disability Services97
Tuition Fees64	Financial Aid98
Fees.....64	KEY Center.....98
Testing Fees64	Payments.....99
Course Fees65	Pre-College Programs & Recruitment.....99
Laboratory Fees66	Student Computer Access99
Residency Definitions68	Testing Center.....100
Residency Verification Requirements69	Tutoring Centers100
Tuition Rebate.....70	Student Activities and Student Center101
Refund Policy.....71	Clubs and Student Organizations.....101
Total Withdrawal Refund Table.....72	Phi Theta Kappa (PTK).....101
Refunds for Noncredit Courses.....72	Student Government Association (SGA)101
Federal Financial Aid Return of	Calendar of Events102
Title IV Funds Policy72	Postings.....102
FINANCIAL AID75	Field Trips102
Financial Aid76	Travel Policy.....103
VC Foundation Board of Directors77	Code of Student Conduct104
Scholarships.....78	Terms to Know.....105
Grants.....85	ASSOCIATE OF ARTS DEGREE-GENERAL
Loans.....87	STUDIES, ASSOCIATE OF SCIENCE
Student Employment88	DEGREE-GENERAL STUDIES AND
Satisfactory Academic Progress Policy89	ACADEMIC TRANSFER107
SALT91	Associate of Arts Degree-General Studies...108
Veterans' Benefits92	Associate of Science Degree-General
Workforce Solutions Golden Crescent.....94	Studies109
Department of Assistive and	Academic Transfer110
Rehabilitation Services, Division for	Victoria College Core Curriculum111
Rehabilitation Services94	

PROGRAMS OF STUDY**CAREER, HEALTH, AND TECHNICAL****PROFESSIONS..... 113**

Business Management.....	116
Computer Information Systems-Networking .	118
Criminal Justice	119
Electronics Technology/Instrumentation	122
Emergency Medical Services	126
Fire Science.....	129
Medical Laboratory Technology.....	133
Nursing - Associate Degree	135
Nursing - LVN-ADN Transition	138
Nursing - Vocational.....	140
Physical Therapist Assistant	142
Process Technology.....	144
Professional Office Technology.....	146
Respiratory Care.....	150
Welding.....	152

WORKFORCE & CONTINUING EDUCATION**(NONCREDIT)..... 155**

Activity Director.....	157
Computer Applications.....	157
Customized Training	157
Electronic Medical Records	157
Emergency Medical Service.....	158
EPA Technician	158
Industrial & Craft Training.....	159
Electrical.....	159
Heating, Ventilating, & Air Conditioning (HVAC)	159
Pipefitting.....	159
Millwright.....	159
Welding.....	159
Medical Assisting.....	159
Medication Aide Program.....	160
Motorcycle Safety	160
Nursing Assistant (Aide) Program.....	161
Pharmacy Technician.....	161
Phlebotomy.....	162
Real Estate	162
Truck Driving.....	162

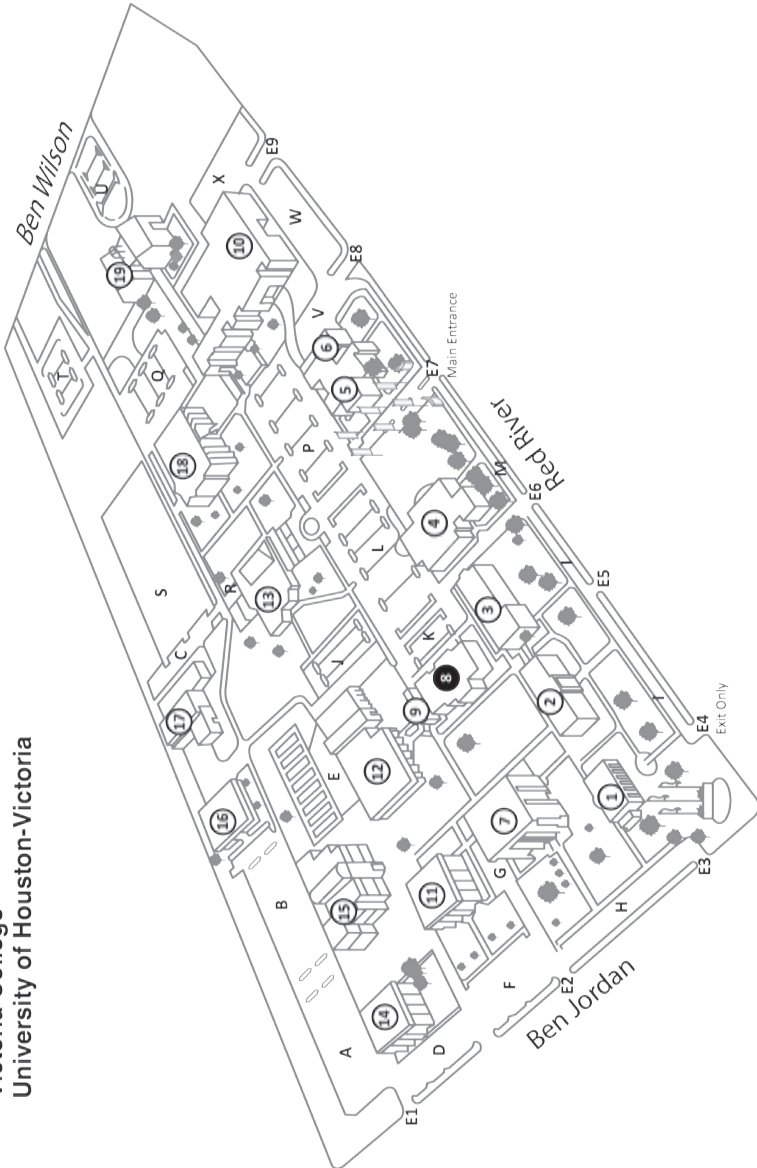
ALL ABOUT VC 165

VC Locations	166
Adult Education	167
Wireless Buildings	168
Flexible Schedules.....	168
Workforce & Continuing Education	168
Cultural Enrichment	169
Board of Trustees.....	170
Administration & Staff	170
Faculty	171
History of VC.....	177
Main Campus Buildings.....	177

COURSE DESCRIPTIONS 181

Campus Map

Victoria College
University of Houston-Victoria



Victoria College

- 1 Museum of the Coastal Bend
- 2 Academic Building (AB)
- 3 Johnson Hall (JH)
- 4 Fine Arts (FA)
- 5 Allied Health (AH)
- 6 Johnson Symposium (JS)
- 7 VC/UHV Library (LIB)
- 8 **Welcome Center/ Student Services**
- 9 Building A
- 10 Health Sciences Center (HSC)
- 11 Language Building (L)
- 12 Sports Center (SPCTR)
- 13 Student Center/Bookstore
- 14 Continuing Education Center (CEC)
- 15 Technology Center (TC)
- 16 William Wood Building (WB)
- 17 College Services & Training Building (CST)

University of Houston-Victoria

- 18 UHV West
- 19 UHV Center

Parking

A – X Student, Employee, and Visitor Parking

Student and Visitor parking is allowed in any unmarked space. No permit is required.

Reserved spaces (Yellow curb) require employee permit (\$25 fine per violation)

Students and visitors may use reserved spaces after 5:00 p.m.

Handicap spaces (Blue curb) require state-issued permit. (\$50 fine per violation)

E - Entrances



Contact Numbers 8
College Calendar..... 10

Important Dates & Numbers

Contact Numbers

Victoria College Main Campus	(361) 573-3291
.....	toll free (877) 843-4369
Gonzales Center	(830) 672-6251
Calhoun County Center	(361) 553-4316

Administrative Offices

Welcome Center	(361) 485-6841
Advising & Counseling Services	(361) 582-2400
Adult Education	(361) 573-7323
Admissions & Records	(361) 485-6841
Bookstore	(361) 572-6430
Cafe Espresso	(361) 582-2460
Child Care Assistance	(361) 572-6415
Computer Help Desk	(361) 582-2509
The Cove & Subway Restaurant	(361) 582-2477
Distance Education & Instructional Technology	(361) 572-6481
Financial Aid	(361) 572-6415
The Grind	(361) 485-6820
Human Resources	(361) 582-2459
KEY Center - Student Support Services	(361) 582-2414
Library	(361) 572-6420
Museum of the Coastal Bend	(361) 582-2511
Payments	(361) 485-6840
Police & Campus Safety	(361) 582-2406
Pre-College Programs & Recruitment	(361) 485-6823
Sports Center	(361) 572-6433
Student Center	(361) 485-6838
Testing Center	(361) 582-2589
Tutoring Center	(361) 572-6473
Veterans' Services	(361) 572-6462
Workforce & Continuing Education	(361) 582-2528

Academic Divisions

Division of Academic Foundations	(361) 582-2438
Division of Arts, Humanities, and Social Sciences	(361) 582-2530
Division of Career, Health, and Technical Professions	(361) 572-6467
Division of Science, Mathematics, and Physical Education	(361) 485-6824

Business & Technology

Business Administration	(361) 582-2553
Business Management.....	(361) 582-2553
Computer Information Systems - Networking	(361) 572-6467
Professional Office Technology.....	(361) 582-2579
Real Estate	(361) 582-2528

Health Careers

Electronic Health Records	(361) 582-2412
Insurance Coding	(361) 582-2412
Long-Term Care Activity Director	(361) 582-2412
Medical Assisting	(361) 582-2412
Medical Laboratory Technology	(361) 572-6455
Medication Aide	(361) 582-2412
Nurse Aide	(361) 582-2412
Nursing - Associate Degree	(361) 572-6435
Nursing - Vocational.....	(361) 582-2545
Pharmacy Technician.....	(361) 582-2412
Phlebotomy.....	(361) 582-2412
Physical Therapist Assistant	(361) 572-6404
Respiratory Therapist	(361) 572-6426

Industrial Trades

Electrical.....	(361) 582-2528
Electronics Technology	(361) 582-2506
Heating, Ventilation & Air Conditioning	(361) 582-2528
Instrumentation.....	(361) 582-2506
Millwright.....	(361) 582-2528
Pipefitting	(361) 582-2528
Process Technology	(361) 582-2526
Truck Driving.....	(361) 485-6830
Welding.....	(361) 572-6471

Public Service

Criminal Justice	(361) 572-6426
Emergency Medical Services	(361) 572-6447
Fire Science.....	(361) 572-6449

Deaf, hard-of-hearing, and speech-impaired TDD users may call 1 (800) RELAYTX to utilize Relay Texas services.

Year at a Glance

Victoria College Academic Calendar, 2013- 2014

2013-2014

August 2013						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

<u>Important Dates (College Closed)</u>		Start	ORD	Last day to Drop	Finals	
Labor Day	Sept. 2	<u>Fall - Fast Tracks</u>				
Thanksgiving Holidays	Nov. 24-30	14 Week	Sept. 9	Sept. 26	Nov. 8	Dec. 16-19
Winter Break	Dec. 22 - Jan 4	1st 8 Week	Aug. 26	Sept. 3	Sept. 30	Oct. 18
Martin Luther King, Jr. Day	Jan. 20	2nd 8 Week	Oct. 21	Oct. 28	Dec. 2	Dec. 16
Spring Break	Mar. 9-15	1st 5 Week	Aug. 26	Aug. 29	Sept. 17	Sept. 30
Good Friday	Apr. 18	2nd 5 Week	Oct. 1	Oct. 4	Oct. 22	Nov. 4
Memorial Day	May 26	3rd 5 Week	Nov. 5	Nov. 8	Dec. 3	Dec. 16
Independence Day	July 4	<u>Spring - Fast Tracks</u>				
Commencement Ceremony	May 10	14 Week	Jan. 27	Feb. 7	Apr. 4	May 5-8
		1st 8 Week	Jan. 13	Jan. 21	Feb. 17	Mar. 7
		2nd 8 Week	Mar. 17	Mar. 24	Apr. 21	May 6
<u>Summer 2014 Summer Hours</u>		1st 5 Week	Jan. 13	Jan. 16	Feb. 4	Feb. 17
College Closed on Fridays		2nd 5 Week	Feb. 18	Feb. 21	Mar. 18	Mar. 31
<u>Fall 2013</u>		3rd 5 Week	Apr. 1	Apr. 4	Apr. 23	May 6
Faculty Meeting	Aug. 19					
Registration	Aug. 21, 22, 23					
Classes Begin	Aug. 26	<u>Summer 2014 - Interim Session</u>				
Schedule Changes	Aug. 26, 27	Classes Begin				May 12
Official Reporting Date	Sept. 11	Official Reporting Date				May 13
Mid-Semester	Oct. 18	Last Day to Drop				May 22
Last Day to Drop	Nov. 5	Final Exams				May 29
Final Exams	Dec. 16 - 19	<u>Summer 2014 - First Session</u>				
End of Semester	Dec. 20	Classes Begin				June 4
		Official Reporting Date				June 10
		Official Reporting Date/ 8-week				June 12
<u>Spring 2014</u>		Last Day to Drop (5 week)				June 24
Admin. Offices Open	Jan. 6	Final Exams (5 week)				July 3
Faculty Meeting	Jan. 7	Last Day to Drop (8 week)				July 8
Registration	Jan. 8, 9, 10	Final Exams (8 week)				July 23, 24
Classes Begin	Jan. 13	<u>Summer 2014 - Second Session</u>				
Schedule Changes	Jan. 13, 14	Classes Begin				July 9
Official Reporting Date	Jan. 29	Official Reporting Date				July 15
Mid-Semester	Mar. 7	Last Day to Drop				July 28
Last Day to Drop	Apr. 1	Final Exams				Aug 6
Final Exams	May 5 - 8					
End of Semester	May 9					

Admissions & Academic Regulations

Who Can Apply.....	16
How to Apply.....	17
Admission to College.....	18
Required State Testing.....	18
College Readiness.....	19
Immunizations.....	20
Application for Admission.....	21
Requesting a Victoria College Transcript.....	25
New Student Information Session.....	25
Student Success: On Course.....	25
Students' Right to Review Information.....	25
Curriculum.....	26
Academic Foundations.....	31
Scholastic Probation.....	31
Enforced Withdrawal.....	32
Grades.....	32
Registration.....	34
Semesters, Sessions, and Credits.....	34
Course Load.....	34
Credit by Exam.....	35
Transfer of Credits.....	38
Classification of Students.....	39
Adding a Course.....	40
Six Drop Rule.....	41
How to Drop a Class.....	43
How to Completely Withdraw from College.....	44
Effects of Course Load Reduction/Total Withdrawals.....	45
Distance Education.....	40
Final Exams.....	46
Dean's List.....	47
Degree/Certificate Requirements.....	47
Graduation Participation and Honors.....	50
Victoria College Transfer Credit Guarantee.....	51
Transfer Disputes.....	51
Transfer Credit Policy.....	52
Job Competency Guarantee.....	53

Who Can Apply

Dual Credit & Early Admission Program	High School Graduates	GED/Individual Approval	Transfer Students	Foreign Students (nonresident alien status) Must have:
Open to HS juniors and seniors. Exceptions require approval by the Vice President of Instruction.	Student accepted from accredited high schools, unaccredited high schools, and home schools	Students over age 17 admitted by GED or individual approval if GED not earned	Present an official (not faxed) transcript for each college attended and assessment scores (for those who are not exempt)	1. Current unexpired visa. See page 21 for information regarding an F-1 student visa.
Permission consent form (Hold on record until received)	Official transcripts required prior to registration. A hold will be placed on the student's record until an official high school transcript is received.	For individual approval, assessment scores determine placement in courses.	Official high school transcript or GED certificate also required for students who have earned less than 12 hours credit.	2. Official transcripts (translated) and test scores (if applicable).
Must submit a transcript prior to registration	After high school graduation, must submit a second transcript showing the date of graduation		All documents submitted prior to registration.	3. Official TOEFL score report of at least 500 for paper version, 173 for computer version, 61 for internet version. IELTS score of 5 is also acceptable*
Must pass section(s) of the assessment test	Assessment testing required unless exempt or assessment waived		Credit will be accepted only from regionally accredited colleges and universities.	4. Completed application for admissions
Students limited to enrolling in two courses per semester. Exceptions require approval by the Vice President of Instruction or designee			Technical school and military credit granted if the courses are applicable to students major and approved by the Division Dean.	5. Financial support documents (required only for students on F-1 visa)
All early admission students must adhere to all VC admissions policies and procedures.				6. Copy of I-20 issued by all U.S. schools attended. (required only for students on F-1 visa who attended another U.S. school)
				7. I-20 Application form

How to Apply

	New Students (no prior college)	Transfer Students (other college experience)	Former VC Students	Current Students
1. Complete VC application	✓	✓	✓	Update Student Information
2. Have high school transcripts/GED sent to the Admissions Office at VC	✓	Not Applicable	Not Applicable	Update Student Information
3. Have college transcripts sent to the Admissions Office. Bring copy to advising session. (Transfer students with fewer than 12 hours must also provide an official high school transcript or GED.)	Not Applicable	✓	If Applicable	Update Student Information
4. Provide Bacterial Meningitis immunization record	If Applicable	If Applicable	If Applicable	If Applicable
5. Determine TSI status (Texas Success Initiative)*	✓	✓	?	Update Student Information
6. Attend New Student Information Session. (Required for students who have not earned college credit).	✓	Not Applicable	Not Applicable	Update Student Information
*See page 18.				

Contact the Admissions & Records Office

All admission documents should be sent to: Admissions & Records Office, Victoria College, 2200 E. Red River Street, Victoria, TX 77901. For more information call (361) 485-6841 or email Registrar@VictoriaCollege.edu.

Admission to College

Equal Educational Opportunity

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veterans status, or limited English proficiency.

It is our policy to comply fully with the nondiscrimination provision of all state and federal rules and regulations.

Required State Testing

Texas Success Initiative (TSI)

Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter C requires that all students entering Texas public institutions of higher education are assessed by a state-approved test in the areas of reading, math, and writing to ensure that basic skills are met before enrolling in college-level courses. This includes all full-time and part-time students. Performance on the test will not be used as a condition of admission.

Assessment Test for TSI Completion:

The Texas Higher Education Coordinating Board has established the TSI Assessment as the sole instrument for measuring TSI completion. THECB has determined the following scores for determining college readiness.

TSI Assessment:

Reading: 351

Math: 350

Writing: 363 combined with an essay score of 4; or an essay score of 5

TSI Completion:

TSI Completion is achieved by one or more of the following conditions:

- Meeting minimum standards in reading math and writing on the TSI assessment.
- Earning an SA, SB, or SC in the appropriate Level II academic foundations course for area(s) not meeting minimum standards on an assessment test.
- Other institutional criteria – Students who entered Victoria College in Spring 2004 and after who were assessed and earned college credit prior to Fall 1989 will be required to contact Advising & Counseling Services to receive individual determination concerning assessment and placement. TASP exemptions made prior to Spring 2004 for students who earned 3 hours or more before fall 1989 will be honored.
- Producing evidence of an established exemption*

Exemptions:

a. The following students shall be exempt from the requirements of this title:

(1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:

(A) ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;

(B) Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or

(2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

(3) For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

(4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

(5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

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

(7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

(8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

b. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

c. Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Immunizations

Bacterial Meningitis (Senate Bill 1107)

Effective January 1, 2012

During the 82nd Texas Legislative session, Senate Bill 1107 was passed. This bill requires all **new students, transfer students, and returning students** who have had a fall or spring semester break in their attendance at an institution of higher education to provide proof of bacterial meningitis vaccination (or a booster dose) **10 days prior to the first class day** of the entering semester. Without the evidence of vaccination, a student **cannot attend classes on campus**. This law becomes effective January 1, 2012.

Students who do not provide the **evidence of vaccination** (see below) will not be allowed to attend classes and will be dropped from all classes on the first class day.

1. This bill applies to:
 - a. New student--a first-time student of an institution of higher education or private or independent institution of higher education, including a student who transfers to the institution from another institution;
 - b. Returning student--a student who previously attended an institution of higher education or private or independent institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education or private or independent institution of higher education following a break in enrollment of at least one fall or spring semester.
2. Evidence of Vaccination--Acceptable evidence of vaccination or receiving a booster dose includes:
 - a. the signature or stamp of a physician or his/her designee or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered;
 - b. an official immunization record generated from a state or local health authority; or
 - c. an official record received from school officials, including a record from another state.

Exceptions

- a. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:
 1. The student is 30 years of age or older by the first day of the start of the Fall 2013 semester. Effective October 1, 2013, the minimum age requirement to be exempt from this vaccination requirement will drop to 22 years of age, or
 2. the student is enrolled only in online or other distance education courses and is not required to attend any course meetings, including final exams, on campus; or
 3. the student is enrolled in a continuing education course or program that is less than 360 contact hours, or workforce & continuing education corporate training; or
 4. the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
 5. the student is incarcerated in a Texas prison.
- b. A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:
 1. an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
 2. an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

Application for Admissions

Perspective students apply for admission to Victoria College by completing an online application at www.applytexas.org. Admission to Victoria College does not guarantee admission to specific courses or programs. Admission requirements for certain programs differ from general admission requirements. Students should refer to the specific Allied Health or Career and Technical degree plan for selective admission requirements.

Methods of Admission

Beginning Freshmen

- a. **High School Graduates:** Graduates from an accredited high school must have an official copy of their school transcript showing a graduation date on file before final admission is granted.
- b. **GED:** Applicants who successfully complete the General Education Development (GED) Test and receive the Certificate of High School Equivalency must have their test scores and Certificate of Equivalency on file with the Admissions & Records Office before final admission can be granted.
- c. **Home School and Nonaccredited High School Graduate:** Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school, accredited private high school, or home school may be admitted on an individual approval basis provided that they:
 1. Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with Texas Education Agency minimums for high school completion;
 2. Comply with institutional testing requirements;
 3. Agree to limitations or conditions of admission established by the institution.
- d. **Dual Credit/Early Admission:** All students eligible for dual credit/early admission enrollment must submit an application to Victoria College and schedule an appointment with a College Recruitment Specialist for information on additional required documents. To schedule an appointment, please contact the Victoria College Pre-College Programs & Recruitment Office at (361) 485-6823.
- e. **Transfer Students:** Students who have attended another college must present an official transcript from each college attended as well as assessment scores (for students who are not assessment exempt). An official high school transcript or GED certificate is also required for transfer students who have earned less than 12 hours of credit. The record of work done at another institution will be evaluated according to the minimum standards in effect. All admission documents should be sent to the Admissions & Records Office prior to registration. For transfer credit information, see Transfer Credit Policy on page 52 in the *Victoria College Catalog*.
- f. **Foreign Students:** Victoria College recognizes three categories of noncitizen students. The following admission requirements apply to students who are not U.S. citizens:
 1. Permanent Residents: Submit a copy of the I-797 and green card, and then meet the same admission requirements as a U.S. citizen
 2. Refugee: Submit a copy of form I-94 indicating refugee status and then meet the same admission requirements as a U.S. citizen.
 3. Nonimmigrant: The following requirements apply to all applicants holding a nonimmigrant visa issued by the U.S. Bureau of Citizenship and Immigration Service (USCIS):
 - Completed Application for Admission
 - Completed Application for I-20
 - Transcripts- Translated and evaluated by an approved Evaluation Service*

- Official TOEFL Score Report with minimum score requirement of 500 for paper version; 173 for computer-based version; 61 for internet-based version (www.toeflgoanywhere.org)

Requirements for students transferring from another U.S. college or university:

- Official transcript from transfer school, copy of I-20 from that school, and advisor's report
- Financial documents- letter of financial backing and bank statement(s)/bank letter showing U.S. equivalency
- Texas Success Initiative (TSI) Assessment Exam (THEA, Compass, Accuplacer, Asset, etc.).

Students applying for an F-1 Visa (student visa) will need to have an I-20 application form completed and returned to the Admissions & Records Office. The I-20 may be processed after all of the above requirements have been met. Requests for I-20's should be made at least 60 days prior to the semester in which the student plans to enroll. Once the I-20 has been issued, the prospective student must also complete an I-901 form and submit with appropriate fee via internet, telephone, or mail to USCIS.

*Victoria College accepts foreign transcripts translated/evaluated by one of the evaluation services below:

- Foreign Credential Services of America: www.fcsa.biz
- AACRAO: ies.aacrao.org/evaluations/
- Spantran Educational Services, Inc.: www.spantran-edu.org
- Educational Credential Evaluators, Inc: www.ece.org
- International Education Research Foundation, Inc.: www.ierf.org
- Josef Silny & Associates, Inc.: www.jsilny.com
- World Education Services, Inc.: www.wes.org
- Global Credential Evaluators, Inc: www.gceus.com
- Peggy Bill Hendrickson Transcript Research: www.transcriptresearch.com
- International Academic Credential Evaluators, Inc: www.iacei.net

- g. Individual Approval:** Applicants not meeting the requirements for admissions listed above will be required to provide evidence they can complete college-level work. An Individual Approval form (www.VictoriaCollege.edu/Images/Files/StudentServices/Individual_Approval_Form.pdf) must be completed and the Registrar or the Vice President of Instruction or designee will determine eligibility for admittance to Victoria College.

Conditional Admission

Students who submit an application to the College must meet the requirements described in the METHODS OF ADMISSION sections. Students will be accepted and admitted conditionally for one semester. Students will only be allowed until the end of the first semester they are enrolled to submit all required documentation. Students who do not provide the required documentation will not be allowed to re-enroll until all documents are received. Students who have an administrative hold on their records will not be able to obtain a copy of their transcript.

Transcripts

Transcripts must bear the college seal, date and appropriate signature and arrive at the Admissions & Records Office in their original sealed envelope to be considered official. All transcripts delivered electronically directly to Victoria College via a secure transcript delivery system are considered official. Transcripts that indicate coursework In Progress will not satisfy the requirement for an Official Transcript.

Students are responsible for submitting the required transcripts to the Admissions & Records Office. Transcripts become the property of Victoria College and cannot be returned to the student. Students who need official copies of another institution's transcript should contact that institution directly. Transcripts are imaged into the College's imaging system and originals are destroyed after 30 days.

Residency Requirements

Each student must show proof of both Texas and Victoria College District residency in order to pay resident and in-district tuition and fees. If, after submitting an application to Victoria College, there remain questions as to the student's proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas or in-district residency.

The student is responsible for enrolling under the proper residency classification and for providing documentation as required by the institution. If there is any question about classification as a resident of Texas, the student must seek clarification from the Admissions & Records Office.

Students classified as nonresidents or out-of-district upon first enrollment at Victoria College are presumed to be nonresidents or out-of-district for the period during which they continue as students. Students who believe they are eligible for residency reclassification must submit a Request for Change of Residency Status form (www.VictoriaCollege.edu/Images/Files/StudentServices/Change_of_Residency_Petition.pdf) with appropriate documentation to the Admissions & Records Office and meet the requirements for reclassification. This request must be submitted prior to the official census date of the term in order to have the request considered for that term.

Determining State Residency

The rules for determining state residency are:

- Individuals 18 years of age or over who lived in Texas 12 months before enrolling are entitled to classification as a resident.
- For dependents over 18, residency is determined by the parent who claims the student for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.
- Persons classified as nonresident students upon first enrollment are presumed to be nonresident for the period during which they continue as students.
- Students enrolling before having resided in the state for 12 months immediately preceding time of enrollment are classified as nonresidents for tuition purposes.

The following are some of the documents that can be used to provide evidence of Texas residency:

1. A transcript showing graduation from a Texas high school within the 12 months before enrollment
2. A permanent Texas driver's license issued at least 12 months prior to the time of enrollment
3. A W-2 form or pay statement showing employment in Texas at least 12 months preceding enrollment
4. Purchase of a homestead at least 12 months preceding enrollment
5. Voter registration card issued at least 12 months prior to the time of enrollment

Determining In-District Residency

Once students have met the state residency requirements, they can verify their in-district (Victoria County) residency of at least 6 months by presenting one or more of the following types of documentation. This documentation must show an in-district address for the six months immediately prior to enrollment:

1. A permanent Texas driver's license with current address
2. A lease agreement which includes the student's name
3. A utility bill
4. A voter registration card
5. A payroll check stub
6. A property tax statement showing payment of Victoria College District taxes
7. A notarized statement which includes student's name and address (from a third party)

The Board of Trustees of Victoria College authorizes the waiver of the difference in the rate of tuition for the out-of-county or nonresident and in-county student or his/her dependent(s), who owns property purchased by or before time of enrollment which is subject to ad valorem taxation by the Victoria County Junior College District. The individual, or his/her dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District. This must be done prior to registration.

Military Personnel and Dependents

Persons in military service are presumed to maintain during their entire period of active service the same legal residence which was in effect at the time of entering the service. Education Code 54.058(b) provides that military personnel assigned to duty within the state of Texas, their spouses and their dependent children, shall be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay resident tuition, military personnel shall submit at initial time of enrollment a statement from their commanding officer regarding their military status. This statement also must be obtained if active duty members seek resident tuition for their spouses or dependents. This statement is valid for one academic year. Each fall semester begins a new academic year at which time another form must be submitted.

Academic Fresh Start

An applicant for admission who is a Texas resident may seek to enter Victoria College pursuant to the Academic Fresh Start statute, Texas Education Code, 51.931. The applicant must complete the Academic Fresh Start Petition and submit it to the Admissions & Records Office prior to registration. Under the provision of this statute, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. For more information, contact the Admissions & Records Office. Academic Fresh Start clears only your academic record. When deciding your eligibility for financial aid, the Financial Aid Office must still count all prior credits earned.

Requesting a Victoria College Transcript

Upon graduation, a student may request up to two official printed transcripts for no charge. After the second request for an official printed transcript, the cost will be \$10 per printed transcript. Official electronic transcripts can be sent at no charge to institutions that have the capability to receive official electronic transcripts.

To request an official transcript, please visit the Welcome Center or complete the form available at www.VictoriaCollege.edu/TranscriptRequest.

Please note: Any student who has an administrative hold in the College information system will not be able to view grades, receive refund checks, enroll for a consecutive semester, or receive transcripts.

New Student Information Session

The New Student Information Session is designed to acquaint new students with the Victoria College campus and the various resources that can enhance both personal development and academic success. All incoming freshmen are required to participate in a New Student Information Session prior to registration for courses. Failure to do so will result in a hold on the student's account. Established dates and times for New Student Information Sessions can be located within the Pirate Portal Registration folder.

In order to participate in a New Student Information Session students must:

1. Complete a Victoria College Application for Admission,
2. Submit assessment scores (unless exempt), and
3. Submit an official high school transcript.

Once students have completed these admission requirements, registration can be completed in the Victoria College Advising & Counseling Services Office or through web registration (if eligible).

For additional information, call (361) 582-2400.

Student Success: OnCourse

All incoming freshmen with fewer than 12 hours are required to enroll in SDEV 0301 and successfully complete the course **with an SC or better**, or they will be required to re-enroll their next semester. EDUC 1300 may be substituted for SDEV 0301, in which case a **C or better** must be earned.

Health Career Programs

Applicants for any health career, fire science, or emergency medical services programs must meet special entrance requirements and complete a departmental application form in addition to completing the general Victoria College application for admission and meeting general admission requirements.

ACT, SAT, or DET exam scores may be required for admission. The Department of State Health Services and Victoria College require that these students receive adequate immunization prior to clinical learning experiences.

Students' Right to Review Information

With a few exceptions, students have the right to request, receive, review, and correct information collected on the application for admission. Each semester students participating in advisor-assisted registration and self-registration have an opportunity to review, correct, and verify application information as part of the registration process. For more information regarding 20 USC 1232G - Family Educational Rights and Privacy Act, visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Curriculum

Field of Study Curriculum

The Field of Study Curriculum is a set of courses that will satisfy the lower-division academic requirements for a bachelor's degree in a specific academic area. All public four-year/upper level institutions are required to accept the Field of Study Curriculum in fulfillment of those lower-division courses required in majors that correspond to the field of study. Approved Field of Study Curriculum is defined by the Texas Higher Education Coordinating Board. Information concerning approved Field of Study Curriculum can be found at www.thecb.state.tx.us. Victoria College does not offer all Field of Study courses. More information is also available through Advising & Counseling Services.

General Education

As an institution of higher education, Victoria College embraces the philosophy that a well-educated person understands multiple perspectives about the individual and the world in which he or she lives; discusses and reflects upon individual, political, and social aspects of life so as to understand ways in which to exercise responsible citizenship; and integrates knowledge and understands the interrelationships of the disciplines.

The Victoria College Core Curriculum is designed to provide students with the general education expected of any well-educated person.

Core Curriculum

The core curriculum is a set of courses in the liberal arts, humanities, sciences, and political, social, and cultural histories that all undergraduates of an institution of higher education are required to complete before receiving a degree. **Completion of the core curriculum DOES NOT complete the requirements for an associate's degree.** In order to fulfill the College's academic standards and in an attempt to help the students become well-rounded, educated individuals, the following core curriculum is required:

Victoria College Core Curriculum Courses

Core Component	Core #	Course Selection	Minimum Hours Required
COMMUNICATION			
English	010	Select 2 courses: ENGL 1301, 1302, 2311	6
Speech	011	Select 1 course: SPCH 1315, 1318, 1321	3
MATHEMATICS			
	020	Select 1 course: MATH 1314, 1316, 1324, 1332, 1342, 1350, 1351, 2312, or 2413	3
NATURAL SCIENCES			
	030	Select 2 courses: (Must include at least one laboratory science) BIOL 1322, 1406, 1407, 1408, 1409, 2306, 2401, 2402, 2404, 2420; CHEM 1406, 1411, 1412; ENVR 1301; GEOL 1305, 1403, 1404; PHYS 1315, 1401, 1402, 2425, 2426;	7
HUMANITIES / VISUAL AND PERFORMING ARTS			
Humanities	040	Select 1 course: ENGL 2322, 2323, 2327, 2328	3
Visual/Performing Arts	050	Select 1 course: ARTS 1301, 1303, 1304, 1325; DRAM 1310; MUSI 1304, 1306, 1308, 1309, 1310, 1311	3
SOCIAL & BEHAVIORAL SCIENCES			
History	060	HIST 1301, 1302, 2301, 2327, 2328	6
Government	070	GOVT 2305, 2306	6
Social/Behavioral Science	080	Select 1 course: SOCI 1301; PSYC 2301; ECON 2301, 2302; GEOG 1303	3
INSTITUTIONALLY DESIGNATED OPTION			
Computer Literacy	090	COSC 1301 or BCIS 1305	3
	090	Physical Education	2
Total Minimum Hours			45

Full degree requirements can be found on pages 48-49.

If a student successfully completes the core curriculum at an institution of higher education, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Texas Higher Education Coordinating Board has approved a larger core curriculum at that institution.

The following basic intellectual competencies are reflected in the Victoria College Core Curriculum:

1. **READING** – The ability to analyze and interpret a variety of printed materials – books, articles, and documents. Students should have the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.
 2. **WRITING** – The ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.
 3. **SPEAKING** – The ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. This includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.
 4. **LISTENING** – The ability to analyze and interpret various forms of spoken communication at the college level.
 5. **CRITICAL THINKING** – The ability to apply both qualitative and quantitative skills analytically and creatively to subject matter to evaluate arguments and to construct alternative strategies. Problem-solving is one of the applications of critical thinking.
 6. **COMPUTER LITERACY** – The ability to use computer-based technology in communicating, solving problems, and acquiring information. Students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
 3. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
 4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
 5. To understand and apply basic principles of critical thinking, problem-solving, and technical proficiency in the development of exposition and argument.
 6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

MATHEMATICS - The objective of a mathematics component is to enable the students to demonstrate quantitative literacy and apply basic mathematical tools in the solution of real-world problems.

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables, and schematics and draw inferences from them.
6. To recognize the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

Each component area of the Core Curriculum achieves the above listed competencies through the exemplary objectives and learning outcomes listed below:

COMMUNICATION - The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.

NATURAL SCIENCES - The objective of the study of a natural sciences component of a Core Curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the bases for building and testing theories.

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

HUMANITIES AND VISUAL AND

PERFORMING ARTS - The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within an historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.

6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

SOCIAL AND BEHAVIORAL SCIENCES -

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To understand the evolution and current role of the U.S. in the world.
7. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
8. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
9. To analyze, critically assess, and develop creative solutions to public policy problems.
10. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
11. To identify and understand differences and commonalities within diverse cultures.

INSTITUTIONALLY DESIGNATED OPTION

(Computer Science Element) - The overall objective of a technology component within a core curriculum is to establish a working knowledge of the use of computers as a means of information processing and problem-solving.

1. Demonstrate knowledge of computer concepts and terms associated with information processing.
2. Recognize the benefits and the global nature of computer systems and explore computer applications in business, industry, education, and government.
3. Understand and apply basic math concepts and higher order thinking to solve problems using the computer.
4. Use appropriate technology to solve problems involving word processing, spreadsheet, and database assignments.
5. Demonstrate the use of email as an effective means of communication (exchanging information).
6. Demonstrate use of the Internet as a resource for information gathering, dissemination, and problem-solving.

INSTITUTIONALLY DESIGNATED OPTION

(Physical Education Element) - The overall objective of a physical education component of a core curriculum is to increase students' knowledge of, and participation in, fitness and/or health activities. Such knowledge will promote a lifelong commitment to personal fitness and wellness.

1. Demonstrate basic skill competencies and an understanding of the principles of injury prevention associated with specific physical activities.
2. Demonstrate an understanding of physiological principles related to training programs for the development of cardiorespiratory endurance, muscular strength, muscular endurance, body composition, and flexibility.
3. Describe the role of nutrition, exercise, and stress management in maintaining overall personal fitness and wellness.
4. Describe the relationships between unhealthy lifestyle choices and the development of acute and chronic diseases.

Academic Foundations

Victoria College Academic Foundations

Victoria College faculty, staff, and administration are committed to the success of every student enrolled at Victoria College. Academic courses and some career and technical courses at Victoria College require students to demonstrate appropriate reading, writing, and/or mathematics skills prior to enrollment in those courses.

When students need additional preparation to transition into college-level courses, Victoria College requires them to enroll in academic foundations courses based upon their Academic Foundations Plan (AFP). Students are required to enroll in academic foundations courses in those areas identified in the AFP each semester until the AFP is complete. It is possible for students to be placed in Level I courses in one area and Level II courses in another.

Victoria College provides two levels of academic foundations courses for those students whose AFP requires writing and reading, Integrated Reading and Writing I (INRW 0300) and Integrated Reading and Writing II (INRW 0301). Students are assigned to a level based on their lowest score in either reading or writing on the Texas Success Initiative (TSI) Assessment. Students enrolled in an academic foundations course can progress from Level I to Level II by earning a grade of SA, SB, or SC in their Level I courses. Students enrolled in the Level II course (INRW 0301) can progress to college-level courses by earning a grade of SA, SB, or SC in the Level II course.

Victoria College provides two levels of academic foundations courses for those students whose AFP requires mathematics. Level II is required in order to demonstrate readiness for credit level mathematics courses and must be completed with an SA, SB, or SC.

In the area of mathematics, students may elect to enroll in a multi-level course (MATH 0305) in which they demonstrate competency by completing modules at Levels I and/or II. Students earning a T in this multi-level math class are considered complete in Level I. Students earning an SA, SB, or SC will be deemed college ready for credit level mathematics courses.

A grade of SA, SB, SC, or UF will be assigned accordingly. These grades are not used for graduation purposes and the courses do not apply to the number of credits required for a degree or certificate.

Students who are not college ready in two or more areas will be required to enroll in a Student Success: On Course class as part of their AFP.

Please refer to the Required Testing section of this catalog (pages 18-19) for additional information about the Texas Success Initiative and college readiness.

Scholastic Probation

Students enrolled with Victoria College are expected to make a semester/term grade point average of 2.0.

A student who is enrolled for six or more semester hours (credit) **and** fails to make a 2.0 semester/term grade point average **will** be placed on scholastic probation.

The semester/term grade point average will be determined by considering all courses taken except those courses in which grades of Q, W, S, SA, SB, SC, U, or UF were received.

Students on scholastic probation may remove their probationary status by taking six or more **semester credit hours** and earning a semester/term GPA of 2.0 or above.

Students placed on scholastic probation will be required to enroll in SDEV 0301 or EDUC 1300 if the course has not been completed in a previous semester.

Transfer Students

Students transferring from another college/university to Victoria College will be admitted without regard to probation status from their former college or university.

Enforced Withdrawal

Students who are on scholastic probation, take six or more **semester credit hours**, and earn below a 2.0 semester/term GPA for their next semester/term of enrollment will be placed on enforced withdrawal.

Students placed on enforced withdrawal:

- Will not be permitted to return to Victoria College until one semester (fall or spring or summer) has elapsed.
- Have the right to appeal for readmission through the Director of Advising & Counseling Services.

The procedure for the appeal is as follows:

- (1) The student must submit the completed appeal form to the Advising & Counseling Services Office no later than five working days (M-F) prior to the first day of class.
- (2) If the Director of Advising & Counseling Services or his/her designee decides that the appeal will not be granted, the student will be notified in writing of the denial. The student has no further right of appeal.

- (3) If the Director of Advising & Counseling Services or his/her designee decides to consider the appeal, the student will be contacted by phone to set up a personal interview.
- (4) At the time of the personal interview, topics of discussion will include further explanation of the appeal and the conditions to which the student agrees (student is allowed to repeat a maximum of two courses in which grades of D or F were earned), provided the student is readmitted. **If the student is readmitted, he/she will be required to enroll in EDUC 1300 if the course has not been completed in a previous semester.**
- (5) Students who are granted readmission will sign an Agreement of Understanding for Enforced Withdrawal.

All About The Grades

Grades

The grades used in Victoria College records and reports are:

- A** (90-100, excellent)
- B** (80-89, good)
- C** (70-79, average)
- D** (60-69, poor-lowest passing grade)
- F** (59 and below, failure)
- S** Satisfactory
- SA** Satisfactory
- SB** Satisfactory
- SC** Satisfactory
- U** Unsatisfactory
- UF** Unsatisfactory
- W** Withdrawn
(indicates an official withdrawal from a course by a student or administrative action)
- I** Incomplete
- Q** Insufficient cause drop

The grade of I (incomplete) is given at the instructor's discretion when the student has made arrangements with the instructor prior to the final exam to award the incomplete due to extenuating circumstances (validity of extenuating circumstances is determined by the instructor). In order to receive an "I" the faculty member and the student must sign an Agreement of Settlement of I Grade form. **An incomplete (I) will be changed to a letter grade (A,B,C,D,F,SA,SB,SC,UF) if the student takes the final exam or makes up the work that is prescribed by the instructor. An incomplete not removed within 90 calendar days after the completion of the semester/term is changed to an F or UF.**

Only the instructor of the course may grant an extension of time.

Students who believe they have not received grades based upon a fair and just evaluation as measured by the standards written on the syllabus given by the instructor at the first or second class meeting must report the matter in writing to the appropriate dean no later than 10 days after the first class day of the next semester. For further information, refer to the *VC Student Handbook*.

Grade Points

A four-point system for expressing in numerical terms the quality of academic scholarship achieved by the student is used in determining eligibility for honors, probation, enforced withdrawal, financial aid, membership in student organizations, etc. The system is as follows:

Each grade of **A** earns **4 grade points** for each semester hour of the course.

Each grade of **B** earns **3 grade points** for each semester hour of the course.

Each grade of **C** earns **2 grade points** for each semester hour of the course.

Each grade of **D** earns **1 grade point** for each semester hour of the course.

Each grade of **F** earns **0 grade points** for each semester hour of the course.

Grades of **W, S, SA, SB, SC, U, UF, I, Q** are not awarded grade points and, therefore, these hours are not used in the computation of a grade point average.

Grade Point Average (GPA)

Semester/Term Grade Point Average

Victoria College computes a grade point average for each individual semester/term of enrollment. The semester/term GPA is calculated using credit hours in which a grade of A,B,C,D, or F was earned. **The semester/term GPA is used for determining scholastic probation/enforced withdrawal status.**

Cumulative Grade Point Average

- Beginning with the Spring 2010 semester, a single cumulative GPA is computed using only credit hours in which a grade of A,B,C,D, or F was earned.

This cumulative GPA is used for determining financial aid warning/suspension status. This cumulative GPA is also used for graduation purposes.

- Repeating a Course(s) - Only the most recent grade earned in a course taken and repeated at Victoria College is used in the computation of the cumulative grade point average (Effective with 1992 Summer School I session).

Grade Reports

Electronic grade reports are available in the Pirate Portal.

Eight and Five Weeks Report

Unsatisfactory grades (D, F, or UF) are made available to the student at the end of the first eight weeks for courses lasting 16 weeks for the fall and spring semesters only. Midterm grades for courses lasting fewer than 16 weeks are not posted. GPA calculations, including eight and five week courses, are computed in May and December.

Semester Report

Final grades are available through the Pirate Portal at www.VictoriaCollege.edu. Students' login and passwords are required to access grades.

Registration

Advisor-assisted Registration

The College calendar (see pages 12-13) designates the dates for registration at the beginning of each session. The class schedule is posted each semester in the Pirate Portal and at www.VictoriaCollege.edu/ClassSchedule which lists detailed dates and procedures as well as any revisions or adjustments. Inquiries about advising should be directed to the Advising & Counseling Services Office at (361) 582-2400.

During the registration process, prospective students:

1. Complete application process
2. Develop a schedule and register for classes
3. Pay tuition and fees

Students will not be officially enrolled until all tuition and fees have been paid in full or students have made arrangements with the Payments Office to utilize the installment plan.

The Payments Office is located in the Student Services Building and can be contacted at (361) 485-6840.

Web Registration

A student may register using web registration if the following requirements are met:

1. Scores are on file on all parts of an assessment test or students are exempt.
2. There are no holds on record (admissions, library, parking, etc.).
3. The student is a returning VC student or a transfer student who has completed the application process and is eligible to register.
4. The student is not on enforced withdrawal.

A username and password can be retrieved through the Pirate Portal once the application process has been completed. For assistance with login and password retrieval, contact the Help Desk at (361) 582-2509. This login information will be used as a security measure each time a transaction takes place and should be known only by the student.

Semesters, Sessions and Credit

The College operates on the following plan:

- **Fall and Spring semesters**
of fourteen weeks or sixteen weeks
- **Fast Track classes of five-week or eight-week terms** throughout the fall and spring semesters.
- **May Interim session**
of ten days available over a three-week period between the end of the spring semester and the beginning of the first summer session.
- **Summer session** divided into two terms of approximately five weeks each and one term of eight weeks.

The unit of credit in college is the semester credit hour, which is the credit earned by passing a lecture course which meets one hour per week for a semester or a lab class which meets three hours per week for a semester. The normal load for a student varies from twelve to eighteen semester credit hours.

In the summer session, a full-time student normally earns twelve semester hours in two terms. The Association of Texas Colleges sets fourteen semester hours as the maximum which may be earned in a summer.

Course Load

Course Load Per Semester/Session

- **Fall and/or Spring semesters**
Students may enroll in a maximum of 18 hours.
- **Summer sessions**
Students may enroll in six semester credit hours per five week summer session. Summer Term exceptions (such as 2 three-hour courses in addition to a Physical Education course) must be approved by the Director of Advising & Counseling Services Office.
- **Interim Session**
Students may enroll in a maximum of one course. Students may be granted permission to enroll in excess of the allowable number of courses by the Director of Advising & Counseling Services.

Credit by Exam

Victoria College recognizes that students, by reasons independent of the college environment, may already have achieved college-level proficiency in credit courses. Therefore, students at Victoria College may receive credit for this achievement (1) through national standardized testing and/or (2) through a local subject area exam. The examinations that comprise the basis of the Victoria College program are: College Level Examination Program (CLEP), College Board Advanced Placement (AP) Examinations, Enhanced American College Testing (ACT) Program, College Board (SAT) Program, International Baccalaureate Diploma (IB) Program, and the Victoria College Departmental Course Examinations.

To have credit by exam posted on their permanent record, students must complete the Petition to Record Credit by Examination available in the Admissions & Records Office or in the Welcome Center.

Credit earned by examination will be awarded after official enrollment and completion of at least three hours at Victoria College in a credit course.

Credit will be granted only for courses in which a student has neither a passing nor a failing grade. Credit by exam will be accepted as "credit only" (CR) and will not affect a student's grade point average.

Credit by exam can be used to meet prerequisites for higher level courses.

Credit by exam satisfies degree requirements in the same way as credit earned by passing courses.

Credit by exam performance standards are set by the department in which the courses are taught and are subject to change at the department's discretion.

Victoria College Credit By Examination and Minimum Score Requirements

Discipline	VC Credit	Test	Minimum Score
BIOLOGY			
	8 hours-BIOL 1406-1407	AP	4
	4 hours-BIOL 1406	CLEP (General Biology)	53
	4 hours-BIOL 1406	IB: Standard Level	4
	8 hours-BIOL 1406-1407	CLEP (General Biology)	55
	8 hours-BIOL 1406-1407	IB: Higher Level	5
	4 hours-BIOL 1408	IB: Higher Level	4
CHEMISTRY			
	8 hours-CHEM 1411-1412	IB: Higher Level	5
	4 hours-CHEM 1411	IB: Higher Level	4
	8 hours-CHEM 1411-1412	AP	4
	4 hours-CHEM 1411	CLEP (General Chemistry)	41
	8 hours-CHEM 1411-1412	CLEP (General Chemistry)	47
	4 hours-CHEM 1411	SAT II Subject Test	630
COMPUTER INFORMATION SYSTEMS			
	3 hours-BCIS 1305	Departmental Exam	Contact Department
	3 hours-COSC 1301	Departmental Exam	Contact Department
	3 hours-ITSC 1325	A+ Essentials and A+ Practical Application	Reports with passing score
	3 hours-POFI 1204	Departmental Exam	Contact Department
CRIMINAL JUSTICE			
	3 hours-CJLE 1506	Hold Current State Certification	Contact Department
	3 hours-CJLE 1512	Hold Current State Certification	Contact Department
	3 hours-CJLE 1518	Hold Current State Certification	Contact Department
	3 hours-CJLE 1524	Hold Current State Certification	Contact Department
ECONOMICS			
	3 hours-ECON 2301	IB: Standard Level	4-7
	3 hours-ECON 2301	IB: Higher Level	4-7
	3 hours-ECON 2301	CLEP (Prin. of Macro.)	55
	3 hours-ECON 2301	AP (Macroeconomics)	4

3 hours-ECON 2302	CLEP (Prin. of Micro.)	55
3 hours-ECON 2302	AP (Microeconomics)	4

ELECTRONICS

4 hours-CETT 1403	Departmental Exam	Contact Department
4 hours-CETT 1405	Departmental Exam	Contact Department
3 hours-CETT 1341	Departmental Exam	Contact Department

EMERGENCY MEDICAL SERVICE PROFESSIONS

3 hours-EMSP 1355	Departmental Exam	Contact Department
3 hours-EMSP 1356	Departmental Exam	Contact Department
4 hours-EMSP 1438	Departmental Exam	Contact Department
5 hours-EMSP 1501	Departmental Exam	Contact Department
2 hours-EMSP 2237	Departmental Exam	Contact Department
3 hours-EMSP 2330	Departmental Exam	Contact Department
3 hours-EMSP 2338	Departmental Exam	Contact Department
4 hours-EMSP 2434	Departmental Exam	Contact Department
4 hours-EMSP 2444	Departmental Exam	Contact Department

ENGLISH

3 hours-ENGL 1301	IB: Standard Level	4
3 hours-ENGL 1301	IB: Higher Level	4
3 hours-ENGL 1301	CLEP (Fresh. Comp./Essay)	52
3 hours-ENGL 1301	Enhanced ACT (English)	30
3 hours-ENGL 1301	SAT I Verbal Reasoning	650
3 hours-ENGL 1301	AP (English Language & Composition)	3
3 hours-ENGL 1302	IB: Standard Level (Extended Essay=A)	4
3 hours-ENGL 1302	IB: Higher Level (Extended Essay=A)	4

FIRE SCIENCE

3 hours-FIRS 1319	Hold Current State Certification	Contact Department
3 hours-FIRS 1329	Hold Current State Certification	Contact Department
4 hours-FIRS 1401	Hold Current State Certification	Contact Department
4 hours-FIRS 1407	Hold Current State Certification	Contact Department
4 hours-FIRS 1413	Hold Current State Certification	Contact Department
4 hours-FIRS 1423	Hold Current State Certification	Contact Department
4 hours-FIRS 1433	Hold Current State Certification	Contact Department
3 hours-FIRT 1301	Hold Current State Certification	Contact Department
3 hours-FIRT 1307	Hold Current State Certification	Contact Department
3 hours-FIRT 1329	Hold Current State Certification	Contact Department
3 hours-FIRT 1333	Hold Current State Certification	Contact Department
3 hours-FIRT 1338	Hold Current State Certification	Contact Department

GEOGRAPHY

3 hours-GEOG 1303	IB: Standard Level	4-7
3 hours-GEOG 1303	IB: Higher Level	4-7

GOVERNMENT

3 hours-GOVT 2305	CLEP (Am. Govt.)	55
3 hours-GOVT 2305	AP (Am. Govt.)	4

HISTORY (U.S.)

3 hours-HIST 1301	CLEP (Hist. of U.S. I)	55
3 hours-HIST 1301	AP (American History)	4
3 hours-HIST 1302	CLEP (Hist. of U.S. II)	55

MATHEMATICS

3 hours-MATH 1314	IB: Standard Level (Mathematical Methods)	4
3 hours-MATH 1314	IB: Standard Level (Further Mathematics)	4
3 hours-MATH 1314	CLEP (College Algebra)	50
3 hours-MATH 1314	Enhanced ACT (Math)	30
3 hours-MATH 1314	SAT I (Mathematics)	600
3 hours-MATH 1324	IB: Standard Level	4

	(Mathematical Studies)	
3 hours-MATH 1332	IB: Standard Level	4
	(Mathematics)	
3 hours-MATH 2312	CLEP (Precalculus)	50
3 hours-MATH 2312	IB: Standard Level	5
	(Mathematical Methods)	
3 hours-MATH 2312	IB: Standard Level	5
	(Further Mathematics)	
3 hours-MATH 2312	IB: Higher Level	4
	(Mathematics)	
7 hours-Math 2312 & 2413	IB: Higher Level	5
	(Mathematics)	
4 hours-MATH 2413	CLEP (Calculus)	50
4 hours-MATH 2413	AP (Calculus)	4
4 hours-MATH 2413	AP (Calculus BC)	3
8 hours-MATH 2413-2414	AP (Calculus BC)	4
MUSIC		
3 hours-MUSI 1306	IB: Standard Level	4
3 hours-MUSI 1306	IB: Higher Level	4
PHILOSOPHY		
3 hours-PHIL 1301	IB: Standard Level	4
3 hours-PHIL 1301	IB: Higher Level	4
PHYSICS		
3 hours-PHYS 1315	IB: Standard Level	4
8 hours-PHYS 1401 & 1402	IB: Higher Level	4
8 hours-PHYS 1401-1402	AP (Physics B)	4
4 hours-PHYS 1401	AP (Physics C -Mech.)	3
4 hours-PHYS 1402	AP (Physics C-Elect. & Magnetism)	3
PROFESSIONAL OFFICE TECHNOLOGY		
3 hours-POFT 2301	Departmental Exam	
	Word 2010	Contact Department
3 hours-POFI 1349	Departmental Exam	
	Excel 2010	Contact Department
3 hours-POFT 1328	Departmental Exam	
	PowerPoint 2010	Contact Department
PROCESS TECHNOLOGY		
3 hour -PTAC 1302	Departmental Exam	Contact Department
PSYCHOLOGY		
3 hours-PSYC 2301	IB: Standard Level	4-7
3 hours-PSYC 2301	IB: Higher Level	4-7
3 hours-PSYC 2301	CLEP (Psychology)	55
3 hours-PSYC 2301	AP (Psychology)	4
SOCIOLOGY		
3 hours-SOCI 1301	CLEP (Sociology)	55
SPANISH		
VC Placement/Credit Policy (See instructor and/or department head)		
VISUAL ART		
3 hours-ARTS 1301	IB: Standard Level	4
3 hours-ARTS 1301	IB: Higher Level	4
WELDING		
4 hours-WLDG 1421 *	Departmental Exam	Contact Department
3 hours-DFTG 1325 **	Departmental Exam	Contact Department
3 hour- MCHN 1343**	Departmental Exam	Contact Department
*Exam is written and "hands-on" welding skills.		
**Exam is written only.		

Advanced Placement (AP) exams are offered once each year in May, usually in high schools that offer college-level courses based on AP course descriptions.

Tech Prep Credit

All state Tech Prep programs lost their funding at the end of the 2010-2011 school year. No new articulations were (or will be) formed from that point on. Students who earned Tech Prep credit up to the end of the 2010-2011 school year will be able to claim their credit at the Victoria College Welcome Center through May of 2014. Please call (361) 572-6414 for more details.

Transfer of Credits

It is the responsibility of the student to familiarize himself or herself with the course requirements of the college to which he or she plans to transfer and to make certain the choice of courses and the required grades in those courses are satisfied. Please contact Advising & Counseling Services for additional information.

A university is authorized by the Association of Texas Colleges to accept sixty-six semester hours from a community college. Students with acceptable grades do not experience any difficulty in transferring sixty-six hours from Victoria College to senior colleges that are members of the Southern Association of Colleges and Schools Commission on Colleges or other regional accrediting associations.

Students planning to transfer to another educational institution are encouraged to work closely with an advisor from both institutions.

Classification of Students

Full-time, Half-time, and Part-time Students

Full-time students	Fall and Spring Semesters: Students enrolled for twelve hours or more Summer Sessions: Students enrolled for six hours or more
Half-time students	Fall and Spring Semesters: Students enrolled for six hours Summer Sessions: Students enrolled for three hours
Part-time students	Students enrolled for less than full-time are considered part-time students.

Auditing a Class

Students who wish to sit in a class without earning credit may do so on a space-available basis under the Audit policy.

Students must:

1. Meet all prerequisites for the class or have instructor approval.
2. May not register to audit a class until the last registration period.
3. Pay the audit fee of \$100 per course (in place of tuition) plus all other course fees.

Courses that are audited do not earn credit and may not be changed to a credit course at a later date. No Senior Citizen Discount can be utilized when auditing a course.

Fall 2006 and after Beginning Freshmen (30-Hour Rule)

HB 1172 and SB 1528 of the 79th Texas Legislature amended the Texas Education Code (Sections 54.014 {54.068 renumbered in 2005}) to limit the number of semester credit hours per undergraduate student that institutions may submit for state funding. This ruling applies to students who first enroll in college in the Fall 2006 semester or later. Additional tuition will be charged to students who have attempted 30 or more credit hours beyond their degree's requirement at Texas public colleges or universities. See the Non-State Funded Course Fee. (This does not include credit hours for which the student paid out-of-state tuition, courses designated as academic foundations, any hours removed under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree.) Students who entered higher education for the first time prior to Fall 1999 while classified for tuition purposes as a Texas resident are exempt.

45-Hour Limit

Senate Bill 345 of the 76th Texas Legislature amended the Texas Education Code to limit the number of semester credit hours per undergraduate student that institutions of higher education may submit for state funding. Specifically, higher rates of tuition (approx. \$80.00 per credit hour) may be charged to students who exceed the number of hours required for their degree by 45 semester credit hours. This ruling applies to students who first enroll in college in the Fall 1999 semester or later. Credit hours for academic foundations and technical courses are not counted in the 45-hour limit.

Legislation Concerning Physical Education Courses

An appropriations rider (Special Provisions Relating Only to State Agencies of Higher Education, Sec. 44, Funding for Physical Education Courses) which became effective in the Fall 1999 semester states that colleges and universities will not receive funds for students who enroll in a physical education course if: 1) it is the only course being taken that semester; 2) the student is non-degree seeking; and 3) the course (same activity) has already been taken. Students falling into this category will be charged additional tuition (approximately \$80.00 per credit hour). If this additional charge is not made at registration, it may be collected during the semester. Failure to pay this charge (if student is notified during the semester rather than at registration) will result in a hold being placed on the student's record. Students can take the same Physical Education course twice for a maximum of two Physical Education credits.

Legislation Concerning Courses Attempted More Than Twice

HB 994, passed during the 79th Texas Legislature, allows public junior colleges to charge a student a higher rate of tuition for a course attempted more than twice beginning with Fall 2002 coursework. Public junior colleges do not receive state funds for these types of courses. See the Non-State Funded Course Fee.

Schedule Changes

Students currently enrolled may initiate a schedule change in the Advising & Counseling Services Office during designated schedule change dates.

Dropping a Course

If a student registers for classes but does not attend or stops attending, regardless if the student has paid or not, the student must officially drop or withdraw through the Advising & Counseling Services Office by completing a Victoria College Withdrawal Form. Failure to do so may result in an F on the student's transcript for each incomplete class.

Six Drop Rule

Beginning with the 2007-2008 academic year, students enrolling at any college or university for the first time may not drop a total of more than six courses without consequence for other than good cause (as defined below). This total includes any course a student transferring to Victoria College has dropped at another college or university with the exception of private and/or out-of-state colleges/universities. Students transferring to Victoria College from another institution will not be permitted to drop a class for any reason other than good cause until official transcripts from the transferring institution have been received in the Victoria College Admissions & Records Office.

In order to drop a course for good cause, students must provide the appropriate documentation, as described below, to the Advising & Counseling Services Office:

Good cause can include but is not limited to:

1. a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course (a doctor's note verifying the condition will be required);
2. responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course (a doctor's note verifying the student is the care giver will be required);
3. the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student (a copy of the death certificate will be required);
4. the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause (a copy of the military member's orders will be required);
5. the change of a student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete the course (a letter from the employer verifying the change in work schedule); or
6. other good cause as determined by the Vice President of Instruction or Vice President of Student Services, or designee.

FAQs - Six Drop Rule

<p>I dropped a course on the second day of the semester; will this count against me?</p>	<p>No, as long as you drop a 16 week course before the 12th class day of the semester, the course will not count as one of the six. If the course meets fewer than 16 weeks, the College will determine the deadline based on course length.</p>
<p>I'm taking a chemistry class that has a lab. If I drop the lecture and the lab, will it count as 2 classes?</p>	<p>No. Lab courses taken concurrently with lecture courses where enrollment in the lab course is required in order to enroll in the lecture course are not considered part of the six course drop limit.</p>
<p>I dropped a course in the summer of 2006. Will that count as one of the six?</p>	<p>No, The six drop limit applies only to students who are taking classes for the first time in the fall of 2007.</p>
<p>I am dropping all of my classes because I am moving. Will they be counted as part of the six course drop limit?</p>	<p>No. Courses dropped in order to withdraw completely from the College are not considered as part of the six course drop limit for the purposes of this policy.</p>
<p>What happens if I drop 7 classes?</p>	<p>The college will not allow you to drop 7 classes. The grade you have earned in the seventh course will be recorded on your transcript. If you stop attending class, that grade will be an F.</p>
<p>I'm going to a four-year university in the fall. If I return to take classes at Victoria College next summer and decide to drop one of those classes, will the university count the VC class as one of my six?</p>	<p>Yes. A total of six courses can be dropped. The six can come from multiple colleges and universities.</p>
<p>I need to drop a course for good cause but I don't see my good cause reason listed. What do I do?</p>	<p>Make an appointment to talk with either the Vice President of Instruction or the Vice President of Student Services or their designee.</p>

FAQs - How do I drop a class?

If you are dropping a class*:
Do one of the following:
<p>1. Stop by the Advising & Counseling Services Office Available Monday-Thursday 7:30 a.m. - 6 p.m. and Friday 7:30 a.m. - 5 p.m. Please visit VictoriaCollege.edu for summer hours.</p>
<p>2. Submit written request via email to AdvisorHelp@VictoriaCollege.edu:</p> <p>Include the following information:</p> <ul style="list-style-type: none"> • Student's Full Name • Student ID Number (V#####) • Course Name, Number, and Section (i.e. ENGL1301.5) • Full Name of Instructor • Reason for your drop • Student's phone number
<p>* Beginning with the 2007-2008 academic year, students enrolling in a college or university for the first time may not drop a total of more than six courses for other than good cause. If you are dropping for "Good Cause," please be sure to include documentation supporting this type of drop. Unless the course is dropped for good cause, the dropped course will count toward the six course drop limit.</p> <p>* Students in selective admission programs must follow drop procedures established by the specific program. Students receiving Financial Aid must contact a Financial Aid Counselor prior to withdrawing from the College</p>

How do I completely withdraw from the college?

If you are withdrawing from the college*:
Do one of the following:
1. Stop by the Advising & Counseling Services Office Available Monday-Thursday 7:30 a.m. - 6 p.m. and Friday 7:30 a.m. - 5 p.m. Please visit VictoriaCollege.edu for summer hours.
2. Submit written request via email to AdvisorHelp@VictoriaCollege.edu : Include the following information: <ul style="list-style-type: none"> • Student's Full Name • Student ID Number (V#####) • Course Name, Number, and Section (i.e. ENGL1301.5) • Full Name of Instructor • Reason for your drop • Student's phone number
* Students in selective admission programs must follow withdrawal procedures established by the specific program. Students receiving financial aid must contact a Financial Aid Counselor prior to withdrawing from the College.

What is the deadline to withdraw without consequence?

Semester	Term Length	Last day to drop without penalty
Fall	5 weeks	4th class day of the semester
Spring	5 weeks	4th class day of the semester
Fall	16 weeks	12th class day of the semester
Spring	16 weeks	12th class day of the semester
Fall	14 weeks	10th class day of the semester
Spring	14 weeks	10th class day of the semester
Summer	6 to 10 weeks	College will determine the deadline based on course length
Summer	5 weeks or shorter	College will determine the deadline based on course length
Fast-track	8 weeks	6th class day of the semester

Effects of Course Load Reduction/Total Withdrawals

1. All withdrawals through the Friday of the 10th week of classes during the fall and spring semesters will result in a course grade of W or Q. Unless the course is dropped for good cause, the withdrawal will count toward the six course drop limit and will be noted as Q. Courses dropped for good cause will be noted on the transcript as a W.

2. After the tenth (10th) week of classes, NO WITHDRAWALS will be permitted.

Students on financial aid should check with the Financial Aid Office prior to dropping a course to determine the effects of the course load reduction on financial aid eligibility. Student receiving Title IV Federal Funds please note the following:

Withdrawing from Classes - Students who withdraw completely from all classes may be responsible for the repayment of some or all of the financial aid they received. Any nonrefundable tuition and fees originally paid for with financial aid may also be owed. Students should consult with a Financial Aid counselor prior to withdrawing from classes.

Failing all classes – Students who fail all classes OR have a combination of withdrawal(s) and/or failing grades(s) may be responsible for the repayment of some or all of the financial aid they have received.

IMPORTANT: If sufficient financial aid (Pell, SEOG, Direct Loans, TPEG, Scholarships) has been awarded to pay all fees, awards will automatically be used to offset those fees on the date they are due.

NOTE: A Federal Refund Regulation will apply to all students receiving Federal title IV funding who withdraw from the College before 60% of the period of enrollment has been completed. The law requires that when a student withdraws during a period of enrollment, the amount of financial aid earned up to that point is determined by a specific formula. A student's withdrawal date is the last date of attendance as determined by the instructor roster. Based on the last date of attendance, if the student received less assistance than the amount earned, he or she will receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned.

Distance Education

Distance education course standards, college credit, content, and transferability are the same as traditional courses offered on-campus. Students have the same rights, privileges, and responsibilities as on-campus students. Distance education courses are transcribed the same as on-campus courses. The registration process and Texas Success Initiative requirements for distance education courses are the same as for all other Victoria College courses.

COURSES

Online courses are courses in which the content is delivered completely over the Internet. Students may need to come on campus several times as determined by the course instructors for specific activities or for testing. Hybrid courses are courses in which the content is delivered through a combination of online and on-campus instruction. To take an online or hybrid course, students will need access to a computer with an Internet connection. Students can use any of the on-campus computers in the open computer labs or the library to complete their coursework. An online or hybrid course may require certain minimum hardware and software configurations on a student's machine. Those requirements are the responsibility of the student. Interactive Television (ITV) courses are courses in which students and faculty meet in an interactive television classroom and interact with other students and/or faculty at a remote location.

TESTING

Some online courses may require one to five proctored (supervised) exams during the semester. Proctored exams may be accomplished in the Testing Center on the main campus, the Calhoun County Center, the Gonzales Center, or an approved off-campus testing site at the discretion of the course instructor. All final exams for online classes must be proctored. Each instructor determines the need for additional proctored exam or exams.

ORIENTATION SESSIONS

All new students are required to attend a New Student Information Session that explains how to use Victoria College's current Online Course Management System (Blackboard). In addition, the Distance Education department holds Blackboard Orientation sessions. These sessions do not cover course-specific material but are designed to explain how to use the technology so that students can spend their time concentrating on the course content. All students regardless of whether they are taking an online course or not are welcome to attend. Online and hybrid instructors may hold online or on-campus orientation sessions specific to their courses.

VIRTUAL COLLEGE OF TEXAS (VCT)

The Virtual College of Texas is a collaboration of the Texas community and technical colleges. Although VCT courses may originate from any one of the more than forty public college participants in the state, they have the same tuition, admission procedures and requirements, Texas Success Initiative requirements, and appear on an academic transcript like any other Victoria College courses. If a Victoria College course is not offered online or if the Victoria College online course is full, students may look for the course on the VCT website (<http://www.VCT.org>). Each course requested must be reviewed and approved by the appropriate dean to ensure that it meets the same course guidelines as the matching Victoria College course. Additionally, the course instructor must meet the credential requirements as specified in the *Faculty Credentials and Qualifications Handbook*.

Final Exams

1. **Semester Final Examinations**
Examinations are normally given at the end of each semester/term according to a schedule prepared by the Admission & Records Office. Classes with a schedule that deviates from the normal semester schedule will be given final exams when those classes end. All final examinations must be proctored, and no student is exempt from taking the exam. In general final exams are not given early, but on a case-by-case basis the Division Dean may allow the final exam to be given prior to the scheduled time.
2. **Online Final Examinations**
Proctored examinations, which are not to exceed three hours, will be offered during the week of final exams in either an online environment in a Testing Center or face-to-face using the same format as traditional class finals. Student should not be required to take exams during times that conflict with the final exam schedule prepared by the Admissions & Records Office.
3. **Postponed Examination**
If a student is unable to take an exam as scheduled, the student must petition the instructor in writing prior to scheduled time of the final in order to reschedule the exam.
4. Absence from a final examination without valid reason will result in a grade of F or UF for the course.

Dean's List

Students will be listed on the Dean's List for a given semester if they meet the following criteria: complete at least 12 semester hours during that semester (excluding Academic Foundations courses), earn a 3.50 or higher semester grade point average on graded courses, and have no grades of U or F for that semester.

Degree/Certificate Requirements

Victoria College grants the following:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Applied Science Degree
- Certificates for selected Allied Health Programs
Career & Technical Education Programs

Graduation Application

A student who is a candidate for graduation may apply at the Welcome Center. Victoria College will award degrees when earned as determined by a curriculum audit against the student's declared major.

Course Substitutions

Course substitutions may be considered for an Associate of Arts, Associate of Science, and Associate of Applied Science Degree or for the Certificate for selected Career, Health, and Technical Programs. Substitutions must be initiated with the appropriate department chair or dean. Career & Technical Education courses may not be substituted for general education courses.

Transfer Courses

If a student successfully completes the core curriculum at a Texas public institution of higher education, or receives a bachelor's degree from a regionally accredited college or university, that block of courses may be transferred to Victoria College and may be substituted for the Victoria College Core Curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional courses to complete the Victoria College Core Curriculum. Please visit the Advising & Counseling Services Office.

Associate of Arts Degree

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of a **minimum of 62 semester credit hours** with at least a 2.0 grade point average. Only Victoria College courses will be used in grade point average calculation.
3. Completion of at least 25 percent of semester credit hours earned through instruction at Victoria College.
4. Meet minimum standards of all areas of the assessment test to satisfy the Texas Success Initiative or meet exemption requirements.
5. Completion of Core Curriculum (45 hours). See page 27.
6. Completion of one literature course (3 hours) **in addition to core requirements**.
Select one course: ENGL 2322, 2323, 2327, 2328, 2332, 2333

Associate of Science Degree

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of a **minimum of 62 semester credit hours** with at least a 2.0 grade point average. Only Victoria College courses will be used in grade point average calculation.
3. Completion of at least 25 percent of semester credit hours earned through instruction at Victoria College.
4. Meet minimum standards of all areas of the assessment test to satisfy the Texas Success Initiative or meet exemption requirements.
5. Completion of Core Curriculum (45 hours). See page 27.
6. Completion of one mathematics course (3-4 hours) **in addition to core requirements**.
Select one course: MATH 1314, 1316, 1324, 1325, 1332, 1342, 2312, 2413, 2414.

Associate of Applied Science Degree

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of a minimum of 62 semester credit hours with at least a 2.0 grade point average. Only Victoria College courses will be used in grade point average calculation.
3. Completion of all courses in the program of study as outlined in the catalog.
4. Completion of at least 25 percent of major-field courses plus the capstone course, if any, earned through instruction at Victoria College. Exceptions for work/life experience may be granted for those seeking degrees in Fire Science or Criminal Justice provided all other requirements have been satisfied.
5. Meet minimum standards of all areas of the assessment test to satisfy the Texas Success Initiative or meet exemption requirements.

Certificate in a Career & Technical Program

Victoria College grants a certificate in a variety of Career & Technical Education programs. To earn a Certificate of Completion, students must complete the following requirements:

1. Unconditional admission or the removal of all entrance conditions.
2. Completion of the minimum semester credit hours as outlined in the program of study in the catalog with at least a 2.0 grade point average. Only Victoria College courses will be used in the grade point average calculation.
3. Completion of at least 25 percent of major-field courses plus the capstone course, if any, earned through instruction at Victoria College.
4. Successful completion of all required foundational coursework or minimum Level II assessment score.

Certificate in an Allied Health Program

Victoria College grants a Certificate in Vocational Nursing in the Allied Health Division. To earn a Certificate of Completion in the Vocational Nursing (VN) Program students must complete the following requirements:

1. Completion of all semester credit hours outlined in the VN Program of Study in the catalog with a grade of C or better in each course.
2. Completion of at least 25 percent of the VN courses including the capstone course earned through instruction at Victoria College.
3. See the Vocational Nursing Program of Study in this catalog for information regarding admission to the program.

Catalog Year Designation for Degree and/or Certificate Requirements

It is the responsibility of the student to know and to satisfy all of the requirements listed under his or her specific catalog if the student intends to graduate from Victoria College. Since requirements and programs are subject to change, students should be aware of current regulations and requirements at all times.

Catalog year designations are made according to the following guidelines:

- **First Time VC Student** - Students entering Victoria College for the first time are assigned to the catalog in effect at the semester and/or session of entry. These students must follow the degree and/or certificate requirements as specified in that catalog, or any subsequent catalog of their choice, as long as the length of time of a student's enrollment does not exceed five years.
- **VC Student whose enrollment exceeds five years** - Students whose enrollment at Victoria College exceeds five years will forfeit the initial catalog designation. These students must then meet the degree and/or certificate requirements specified in a catalog no more than five years old.
- **Student not enrolled for two or more consecutive semesters** - Students who are not enrolled for two or more consecutive regular (fall or spring) semesters must meet the degree and/or certificate requirements of the catalog in effect at the time of reentry, or any catalog thereafter, not to exceed five years.
- **Degrees and certificates will be awarded from only one catalog.**
- **Students who are admitted or readmitted into selective admission programs** - Students who are admitted or readmitted into selective admission programs must meet the curriculum requirements in the current catalog. If curriculum changes have occurred since the student entered the program of study, the student should contact the program director for guidance.

Graduation Participation and Honors

Participation in graduation ceremonies is optional for those candidates who have met the minimum degree or certificate requirements for:

- the Associate of Science
- the Associate of Arts
- the Associate of Applied Science or
- the Certificate

Candidates eligible for graduation should complete a Graduation Application in the Welcome Center or the Admissions & Records Office located in the Student Services Building. It is preferred that the Graduation Application be completed within the first two weeks of the semester/term in which the candidate plans to graduate. The highest honor (GPA) graduate(s) for an Associate Degree as well as the highest honor (GPA) graduate(s) for a Certificate will be recognized during the commencement ceremony. Graduation with honors is noted on the official student transcript.

Graduating With Honors

To graduate with honors, a candidate must have a 3.5 Victoria College cumulative grade point average, excluding academic foundational course work. Candidates will not be considered for honors unless they have been in attendance at Victoria College for a minimum of two semesters and completed a minimum of 24 semester credit hours in residence.

Honor designations are as follows:

3.5 - 3.69	Cum Laude
3.7 - 3.89	Magna Cum Laude
3.9 - 4.0	Summa Cum Laude

Victoria College Transfer Credit Guarantee

Victoria College guarantees the transferability of course credits to any state supported Texas college or university. If such courses are rejected by the receiving institution, the student may take courses tuition-free at Victoria College which are acceptable to the receiving institution, under the following conditions:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving institution as transferable;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies exclusively to courses included in a written advising plan, which includes the institution to which the student will transfer, the major and degree sought, and the date that the educational goal was made. This information must be filed with Victoria College.

The Texas Higher Education Coordinating Board distinguishes between transfer problems and transfer disputes.

Transfer problems may include, but are not limited to, the following:

- A student may lose credit hours or have to take additional lower-level courses when he or she changes majors.
- Students may not decide which upper-level/ senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may take more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take vocational, technical, or academic foundations courses that are not defined as general academic courses.

- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old based on college or program policy.
- The student may repeat courses to raise grade point averages. Duplicate credit will not be accepted.

Transfer Disputes

Transfer disputes may arise when a Texas institution of higher education does not accept lower-division course credit. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the Community College General Academic Course Guide Manual, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the Transfer Dispute Resolution Form, Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393:

- a. Public institutions of higher education shall follow the following procedures in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
 2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and/or guidelines.

3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student receives written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transfer Credit Policy

Victoria College accepts academic college-level courses completed with a grade of D or better from schools with regional accreditation. Degree applicable credit is only awarded in academic subjects with a corresponding Victoria College discipline and only for those courses in which a grade of C or better was earned. Courses in which a letter grade lower than C was earned and courses for which there is no corresponding VC discipline will be accepted as elective credit.

Official transcripts, including military transcripts, and official score reports for standardized exams such as AP, IB, CLEP, etc. must be submitted to the Admissions & Records Office.

Military Physical Education (PE) Credit:

Requests for PE credit will be evaluated by the Admissions & Records Office. 1 PE credit will be granted for every six months of active duty service not to exceed four credits.

International Transcripts:

Coursework from institutions outside the U.S. will be considered on a case by case basis, and these students will be required to furnish an evaluation of their courses. See Methods of Admission: Foreign Students on page 22 for a list of approved evaluation agencies.

A course by course evaluation is not required for Texas Success Initiative (TSI) completion.

Experiential Learning:

Victoria College does not grant credit for experiential learning.

Evaluation Process of Transfer Credit

Initial evaluation of transfer credits is made in the office of Advising & Counseling Services. College courses on transcripts from other colleges and universities with the Texas Higher Education Coordinating Board (THECB or the Board) common number are accepted as comparable courses. Courses without the THECB common number are evaluated by reviewing catalog descriptions and in some cases, course syllabi. It is the students' responsibility to provide the academic advisor (advisor) with course descriptions and/or syllabi. Below are the transcript evaluation steps:

1. Advisor conducts initial transcript evaluation by reviewing course description and syllabi
2. Advisor electronically forwards recommendation with supporting documentation to appropriate dean
3. Dean reviews recommendation in consultation with discipline expert
4. Dean approves/declines advisor recommendation and forwards decision to advisor
5. Advisor completes transfer credit form and submits to Vice President of Instruction for final approval
6. Vice President of Instruction reviews and approves/declines recommendation; forwards form to Director of Advising & Counseling Services, College Registrar and academic advisor
7. Transfer credit form is filed in student's permanent electronic record.

Transcript evaluation requests submitted at least four weeks prior to the end of the semester will be completed by the end of the semester in which the transcript evaluation request is made. Every effort will be made to complete late submissions prior to the end of the semester; however, no guarantee that the evaluation will be completed is made or implied.

Job Competency Guarantee

If an employer finds an Associate of Applied Science graduate lacking in technical job skills identified as exit competencies for his/her specific degree program, Victoria College will provide up to nine tuition-free credit hours of skill training under the conditions of the policy.

Conditions which apply to the guarantee are as follows:

1. The graduate must have earned the AAS degree beginning May 1993 or thereafter in a technical/vocational program identified in the college catalog.
2. The graduate must have completed the AAS degree at Victoria College (with a majority of Career & Technical Education/Specialty credits being earned at Victoria College) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instructional Services.
4. Employment must commence within three months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Victoria College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, and assigned representative(s) of the college will develop a written educational plan for retraining.
7. Retraining will be limited to 9 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. Students must complete retraining within a calendar year from the time that the retraining plan is signed.
9. The student's sole remedy against Victoria College and its employees for skill deficiencies shall be limited to 9 credit hours of tuition and selected expense-free education under the conditions described above. Selected expenses are limited to in-county or out-of-county, registration, building use, student service, and laboratory fees. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.

The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

General Regulations

Student Conduct.....	56
Attendance	57
Instructor-Initiated Withdrawals (Drops).....	57
Excused Absences for Religious Holy Days.....	57
Family Education Rights & Privacy Act.....	58
Directory Information	58
Confidentiality and Access of Student Records	58
Transcripts.....	58
Name, Address, Social Security Number Changes.....	59
Messages and Deliveries to Students	59
Graduation, Employment, and Licensure	
Exam Pass Rates	59
Crime Awareness and Prevention Programs	59
Clery Act Report	60
Illegal Drugs or Alcohol.....	60

Student Conduct

The Code of Student Conduct is designed to ensure that students have an environment that is conducive to learning and to protect student rights as well as the rights of the College. By this publication of the rules governing student conduct, Victoria College recognizes that students have the right to know the circumstances and manner in which this disciplinary power will be exercised and advises students that disciplinary rules will be enforced.

General Regulations - The rules, procedures, rights (including appeal process) and responsibilities, and policies which govern student conduct and student activities are located in the Victoria College Student Handbook.

Disciplinary offenses include the following:

1. Actions Against Members of the College Community

- Interference, coercion, disruption, or reckless behavior which impedes, impairs or disrupts the College mission, processes or functions or which endangers others or interferes with the rights of others;
- Harassment, including, but not limited to, sexual or racial harassment, via any means, including email;
- Abusive, drunken, violent, or excessively disruptive behavior
- Lewd, indecent, or obscene behavior
- Hazing in any form

2. Abuse of the Discipline System

- Knowingly giving false testimony, or other evidence at any official hearing of the College or knowingly giving false information to any faculty or staff member acting in the performance of their duties;
- The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions
- Bribing any College employee
- Violation of conditions imposed in connection with one or more of the sanctions enumerated in the Code of Student Conduct

3. Alcohol, Drugs, and Narcotics

- Use, possession, or distribution of alcohol or illegal drugs in violation of the College's policy on drugs and alcohol, or in violation of state or federal law;

4. Failure to Comply

- Failure to comply with directions of College officials acting in the performance of their duties

5. Financial Irresponsibility

- Passing a worthless check to the College or to a member of the College community acting in an official capacity

6. Firearms, Weapons and Explosives

- Possessing a firearm, ammunition, illegal knife (including switchblade or butterfly knife), club, explosives, or a chemical dispensing device

7. Providing False Information

- Falsifying, altering or forging any official College records or documents, employing official College documents or records for purposes of misrepresentation, or causing any official College documents or records to be falsified by means of any misrepresentation

8. Theft, Damage, or Unauthorized Use

- Possessing stolen property
- Defacing, disfiguring, damaging, or destroying public or private property
- Stealing any item of tangible or intangible public or private property
- Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the College community (including the theft of instructors' or other students' books and/or material for resale to the Bookstore).
- Unauthorized access to or misuse of College computers, computing programs, or service and/or failure to comply with Victoria College Computer Use Policies and Regulations, located in the Victoria College Student Handbook.

9. Unauthorized Entry, Possession, or Use

- Unauthorized entry or use of College facilities in violation of College policy or local, state, or federal law

10. Violation of Federal, State, or Local Law

- The threat or commission of physical violence against any person, not including acts of self-defense;
- The commission of acts which constitute a violation of local, state, or federal law and which interfere with, are detrimental to, or incompatible with the College's educational mission as set forth in its mission statement, policies, rules, and regulations

11. Violation of Published College Mission Statement, Policies, Rules, or Regulations

- Acts of misconduct which interfere with, are detrimental to, or incompatible with, the College's educational mission as set forth in its mission statement, policies, rules, and regulations

Please see the Victoria College Student Handbook for complete information on rules governing student conduct.

Attendance

Attendance will be taken for every class

meeting. The method by which attendance is taken will be determined by the faculty member and clearly outlined in the class syllabus. Regular and prompt class attendance is expected of every student. A student's absence means that the student is not able to participate in the class.

Faculty members are not obligated to provide opportunities for students to makeup missed assignments and tests as a result of a student's absence from class. If a student stops attending class, it is the student's responsibility to withdraw from the class. If the student does not attend class and does not withdraw from the class, the student **will** receive a grade of **F or UF** in the class. Labs are counted as a class meeting.

Please see the *Victoria College Student Handbook* for the policy regarding absences for military service.

Instructor-Initiated Withdrawals (Drops)

While it is the final responsibility of the student to drop a class that she/he is no longer attending,

instructors:

must drop a student who has not logged into an online class or physically attended a face-to-face or hybrid class prior to the Official Reporting Date (ORD). Instructors must initiate ORD drops by the published deadlines.

cannot drop a student with an average of D/SC or better.

after following established division retention practices, may at their discretion drop a student who is not passing without consultation with the student when absences exceed 20% of

the scheduled class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed 20% of the laboratory meetings or 20% of the lecture meetings.

must drop a student who is not passing when absences exceed 40% of the scheduled class meetings unless said excessive absences accrue after the 65% drop date.

cannot drop a student after 65% of class instruction has been completed.

Excused Absences for Religious Holy Days

For observance of a religious holy day, students may take an examination or complete an assignment scheduled for that day within a reasonable time if:

The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day no later than the 15th day after the first day of the semester. (In accordance with Texas Education Code 51.911).

The notice must be in writing and must be delivered by the student either:

- personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or
- by certified mail, return receipt requested, addressed to the instructor of each class.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Such provisions must be communicated to the student by the instructor when the student notifies the instructor of a planned absence under this section.

Family Education Rights and Privacy Act of 1974

Victoria College complies with the Family Education Rights and Privacy Act of 1974, which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the Act. For additional information, please contact the Admissions & Records Office.

Victoria College considers students to be independent of their parents in regard to their education records. However, information may be disclosed to the parents only by obtaining the students' written consent to do so. FERPA Release Forms are available at the Welcome Center.

Directory Information

The College will release the following items of directory information (as defined by the Family Education Rights and Privacy Act) without the written consent of the student: name, address, telephone number, date of birth, major, dates of attendance, degrees awarded, full and part-time status, enrollment and withdrawal verifications, student classification, and most recent previous institution attended. The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnishes it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Admissions & Records Office in writing each semester if the above information is not to be released.

Confidentiality and Access of Student Records

The Admissions & Records Office maintains permanent education records of both credit and noncredit courses. The permanent record for credit courses contains the following: student's name, social security number, address, sex, date of birth, mode of admission, TASP/THEA or alternative exam scores, academic work undertaken, grades and grade points and credit hours earned, scholastic standing, and degrees and/or certificates awarded. The permanent record for noncredit courses from 1990-present contains the following: student's name, address, social security number, date of birth, sex, courses taken, satisfactory or unsatisfactory completion, CEU's earned, and contact hours. Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records (transcripts) for off-campus use occurs only with the student's knowledge and consent, or where required by law. Students may obtain an official or unofficial student copy of the permanent record in the Welcome Center or the Admissions & Records Office only with appropriate ID unless the student properly authorizes a third party.

Transcripts

Official transcripts will be issued only with a written, signed request by the student with the exception of requests for transcripts to be sent to other colleges or universities. The student may obtain transcripts in the Welcome Center or the Admissions & Records Office with proper identification. There will be a \$10 charge for official printed transcripts. Upon graduation, two free transcripts will be provided. The Registrar may deny a student's request for a copy of the permanent record if there is a hold on the record.

Name, Address, Social Security Number Changes

Name changes and social security number changes can be made at the Welcome Center. Contact information may be updated through the Pirate Portal or at the Welcome Center. Name changes will be made at the end of each semester.

Messages and Deliveries to Students

The College does not deliver messages to students unless they involve a family, medical, or personal emergency. In certain situations that necessitate a family member or individual contacting the college to notify of a personal or medical emergency regarding the student, the Advising & Counseling Services Office should be contacted at (361) 582-2400.

Graduation, Employment, and Licensure Exam Pass Rates

Information on Victoria College graduation, employment, and licensure exam pass rates is available in the Office of Institutional Effectiveness, Research, & Assessment and on the VC home page and at <http://www.THECB.State.Tx.Us/Apps/Resumes/>.

Crime Awareness and Prevention Programs

Students: Victoria College students are informed in detail about campus security policies and procedures during New Student Information Sessions. In addition, copies of the Victoria College Campus Security Crime Statistics brochures are distributed to all students during all registration periods and information can be accessed at www.VictoriaCollege.edu/Images/Files/Police/2012_Annual_Campus_Crime_Report.pdf.

Employees: Copies of the Victoria College Campus Security and Crime Statistics brochure are distributed annually to all employees and can also be accessed at www.VictoriaCollege.edu/CampusPoliceSecurity.

Students and Employees: Campus Police personnel will post alert bulletins via the Pirate Portal and email to inform employees and students to watch for and report similar activities if a trend of serious or illegal incidents are recorded. All students and employees are encouraged to become safety conscious and to develop habits, which if employed, will help to safeguard both personal and college property.

Clery Act Report

The Jeanne Clery Act, originally known as the Campus Security Act, requires all colleges and universities throughout the United States to disclose information about crime on and around their respective campuses.

The Department of Police and Campus Safety in accordance with the requirements of the Clery Act compiles and publishes the annual security report by October 1 of each year. Statistics for the report are obtained from Victoria College Police & Campus Safety Department, Victoria Police Department, Hallettsville Police Department, Cuero Police Department, Gonzales Police Department, and the Port Lavaca Police Department.

Victoria College provides Vocational Nursing Training programs in Hallettsville, Cuero, and Gonzales and as such, incidents occurring on those sites must be included in the annual report. The Victoria College Calhoun County Center and the Victoria College Gonzales Center are also included in the annual reports.

A copy of the report may be obtained in the Police and Campus Safety Office (Academic Building, Room 210) during normal business hours or from the Victoria College home page > Student Rights to Know > Campus Crime Statistics.

Illegal Drugs or Alcohol

Victoria College specifically prohibits the use, possession, or distribution on college property of illegal drugs and alcohol.

Disciplinary actions are described in the Victoria College Code of Student Conduct in the Student Handbook. VC may prosecute as allowed by state statutes.

Victoria College Police & Campus Safety strictly enforce all laws and college regulations pertaining to illegal drugs and alcohol beverages on campus.

Tuition and Fees

Tuition	62
Tuition Fees.....	64
Fees	64
Testing Fees	64
Course Fees.....	65
Laboratory Fees	66
Residency Definitions	68
Residency Verification Requirements	69
Tuition Rebate.....	70
Refund Policy.....	71
Total Withdrawal Refund Table	72
Refunds for Noncredit Courses.....	72
Federal Financial Aid Return of Title IV Funds Policy	72
State of Texas Tuition Exemption/Waiver	73

Tuition and Fees

Residents of Texas

SEMESTER HOUR	TUITION	OUT-OF-COUNTY FEE	GENERAL FEE	TECHNOLOGY FEE	IN-COUNTY TOTAL	OUT-OF-COUNTY TOTAL
1	46	47	22	15	83	130
2	92	94	44	30	166	260
3	138	141	66	45	249	390
4	184	188	88	60	332	520
5	230	235	110	75	415	650
6	276	282	132	90	498	780
7	322	329	154	105	581	910
8	368	376	176	120	664	1,040
9	414	423	198	135	747	1,170
10	460	470	220	150	830	1,300
11	506	517	242	165	913	1,430
12	552	564	264	180	996	1,560
13	598	611	286	195	1,079	1,690
14	644	658	308	210	1,162	1,820
15	690	705	330	225	1,245	1,950
16	736	752	352	240	1,328	2,080
17	782	799	374	255	1,411	2,210
18	828	846	396	270	1,494	2,340
19	874	893	418	285	1,577	2,470
20	920	940	440	300	1,660	2,600
21	966	987	462	315	1,743	2,730

**ALL TUITION AND FEE RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
ALL TUITION AND FEES MUST BE PAID BEFORE ATTENDING CLASS.**

Tuition and fees can be paid using the installment plan. There is a \$20 nonrefundable service fee to use the installment option. Under this option, one-half of the tuition and fees must be paid at the time of registration with the balance due in one or two payments, depending on the semester. During certain early VIP registrations, the College will offer an installment plan that requires one-fourth down and three installment payments.

The installment plan may be initiated online through the Pirate Portal or in person at the Payments Office located in the Student Services Building.

Tuition and Fees

Nonresidents of Texas, Out-of-Country/Foreign

SEMESTER HOUR	TUITION*	GENERAL FEE	TECHNOLOGY FEE	TOTAL
1	200	22	15	237
2	226	44	30	300
3	339	66	45	450
4	452	88	60	600
5	565	110	75	750
6	678	132	90	900
7	791	154	105	1,050
8	904	176	120	1,200
9	1,017	198	135	1,350
10	1,130	220	150	1,500
11	1,243	242	165	1,650
12	1,356	264	180	1,800
13	1,469	286	195	1,950
14	1,582	308	210	2,100
15	1,695	330	225	2,250
16	1,808	352	240	2,400
17	1,921	374	255	2,550
18	2,034	396	270	2,700
19	2,147	418	285	2,850
20	2,260	440	300	3,000
21	2,373	462	315	3,150

*State law requires a minimum tuition charge of \$200.

Tuition Fees

In-State Tuition Per Semester Hour	46.00
*Out-of-State Tuition Per Semester Hour	113.00

*State law requires a minimum charge of \$200.

Fees

Out-of-County Fee Per Semester Hour	47.00
General Fee Per Semester Hour	22.00
Technology Fee Per Semester Hour	15.00
*Installment Service Charge	20.00
*Installment Late Fee	25.00
*Returned Check Fee	25.00
**Liability Insurance per year	
ADN, MLT, VN, PTA, RC programs	18.00
EMSP 1160	50.00
EMSP 1261	61.00
Liability Insurance (per course)	
NURA 1060, NURA 1013, MDCA 1161, MDCA 1061, PLAB 1023	10.00
Transcript Fee	10.00
*Nonrefundable fees	
**Students who enter any Allied Health Program in the spring or summer will pay a pro-rated fee.	

Testing Fees

*Departmental Credit by Exam	40.00
*Testing Fees	
ACT Residual Test	55.00
CLEP Registration Fee	25.00
Certificate Assessment Test	15.00
GED Test	135.00
Diagnostic Entrance Test (DET)	30.00
COMPASS	30.00
FIRS 1401 TCFP Certification Testing Fee	85.00
Test Change Fee (change in date/time)	
COMPASS/DET	15.00
Correspondence Course Proctoring	(Contact Testing Coordinator)
Nursing-Associate Degree RNSG 1327, 2504, 2514, 2535 Standardized Tests	110.00
Nursing-Associate Degree RNSG 1423 Standardized Test	140.00
Nursing-Vocational VNSG 1360 Standardized Test	136.00
Nursing-Vocational VNSG 2360 & 2463 Standardized Tests	106.00
Respiratory Care RSPT 2231 Standardized Computer Test	125.00
*Nonrefundable fees	

Course Fees

EMSP 1160, 1261, 2262, & 2363 Web-based Clinical Documentation Fee	30.00
EMSP 1501	20.00
EMSP 1438	40.00
Field Trip Fee	
BIOL 2289, 2389.....	90.00
HPRS 2200.....	15.50
INRW 0001, 0003, 0005, 0016.....	46.00
Live Fire Training Fee	
FIRS 1401	300.00
FIRS 1433.....	370.00
MATH 0001, 0003, 0005, 0016	46.00
MLAB 1201, 1335, 1415, 2401, 2431, 2434, 1311, 1231, 1227, 2371, 2460, 2372, 2461	12.00
Nonstate Funded Course Fee per semester credit hour.....	80.00
Physical Education	
Archery (per course).....	36.00
Group Physical Fitness	36.00
Bowling (per course).....	36.00
Tennis (per course)	12.00
Golf (per course).....	60.00
Swim Conditioning (per course).....	36.00
POFI 1204	12.00
POFI 2331	24.00
PTHA 1201, 1305, 1321, 1413, 1431, 2201, 2409, 2435, 2339, 2531	17.50
PTHA 1442	40.00
RNSG 1219, 1423, 1260, 1327, 1261, 2504, 2461, 2514, 2462, 2535, 2463.....	15.50
RSPT 1213, 1207, 1429, 1460, 1431, 2310, 1272, 1461, 1141, 1335, 1163, 2135, 2139, 2414 2425, 2460, 2133, 2147, 2231, 2261, 2353.....	12.00
VNSG 1116, 1227, 1304, 1360, 1420, 1423, 1330, 1231, 1334, 1429, 2331, 2360, 1138, 1119, 1332, 2463.....	10.00

Laboratory Fees

ACCT (all courses)	24.00
ACNT (all courses)	12.00
AGRI 1419	24.00
ARTS 1325	15.00
ARTS 1316, 1317, 2316, 2317, 2323, 2356, 2357, 2367, 2348, 2349	24.00
ARTS 2346, 2347	20.00
BCIS 1305	24.00
BIOL (all courses except 1322, 2289, 2306, 2389)	24.00
CETT 1307	24.00
CHEM (all courses except 2323, 2325)	24.00
COSC 1301 1436, 1437	24.00
COSC 1315	12.00
CTEC 1401	24.00
ELEC (CETT/EECT per course)	30.00
EMSP 1355, 1356, 1438, 1501, 2237, 2243, 2330, 2434, 2444	24.00
ENTC 1301	24.00
ENVR 1301	24.00
FIRS 1319, 1329, 1401, 1407, 1413, 1423, 1433	24.00
GEOG (per course except 1305)	24.00
INTC (all courses except 2680)	30.00
ITCC (all courses)	24.00
ITNW (all courses)	24.00
ITSC (all courses)	24.00
ITSY (all courses)	24.00
MLAB 1201, 1227, 1231, 1311, 1335, 1415, 2401, 2431, 2434	24.00
MUAP (two Semester Hour Credit)	200.00
MUSI 1116, 1117, 2116, 2117	8.00
MUSI 1166, 1167, 1168, 1181, 1182, 1183, 1184, 1188, 1190, 1192, 1193, 2168, 2181, 2182, 2188, 2190, 2192, 2193	24.00
PHYS (all courses except 1315)	24.00
POFI 1204	12.00
POFI 1349, 2301, 2331	24.00
POFT (all courses except POFT 1328, 2321)	12.00
POFT 1328, 2321	24.00
PTAC 1302	18.00

PTAC 1410, 1432, 2420, 2438, 2446	30.00
PTHA 1305, 1413, 1431, 2409, 2435, 2531.....	24.00
RNSG 1219, 1260, 1261, 2461, 2462, 2463.....	24.00
RSPT 1207, 1272, 2133, 2135, 2139, 2147, 2310	24.00
RSPT 1335, 1429, 1431, 2231, 2353, 2414, 2425.....	48.00
VNSG 1227, 2331	24.00
VNSG 1423	48.00
WLDG (all courses except DFTG 1325, MCHN 1343)	48.00

Residency Definitions for Tuition and Fees Purposes

A Texas resident is defined as a U.S. citizen (or dependent of a U.S. citizen for the current and preceding year) who has resided continuously in Texas for at least 12 months immediately preceding registration.

A. A **county resident** is a resident of the state of Texas who:

(1) has resided continuously in Victoria County for a period of at least six months immediately preceding registration and who was not claimed as a dependent for federal income tax purposes by the individual's parent or guardian for the current tax year or for the preceding year in which the individual registers. A residence change from Victoria County to outside of the county during the first 12 class days of the fall or spring semester (first four class days of the summer sessions) will result in the student being charged the additional out-of-county tuition fees.

OR

(2) is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has resided continuously in Victoria County for a period of at least six months immediately preceding registration.

B. An **out-of-county resident** is a resident of the state of Texas who:

(1) has not resided continuously in Victoria County for a period of at least six months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or (2) is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in Victoria County for a period of at least six months immediately preceding registration.

C. A **resident alien** is a student living in the United States under a visa permitting permanent residence and has the same privilege of qualifying for Texas resident status for tuition purposes as do United States citizens. Under this status, the Resident Alien card or appropriate documentation indicating that the student has filed an I-485 form with the Immigration

and Naturalization Service must be submitted before the student may register. Students who fail to present the Resident Alien card or appropriate documentation during the registration process will be required to pay nonresident tuition. Resident aliens wishing to be classified as Texas residents must also verify that they have resided in the state at least 12 months prior to registration.

D. A **nonresident** is someone who does not live in Texas but is a citizen of the United States who:

(1) has not resided continuously in the state of Texas for a period of at least 12 months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or
(2) is a dependent (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in the state of Texas for a period of at least 12 months immediately preceding registration.

The Board of Trustees of Victoria College authorizes the waiver of the difference in the rate of tuition for the out-of-county or nonresident and in-county student or his/her dependent(s), who owns property purchased by or before time of enrollment which is subject to ad valorem taxation by the Victoria County Junior College District. The individual, or his/her dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the district. This must be done prior to registration.

E. An **alien** or **foreign student** is defined as a student who is a citizen of any country other than the United States of America.

Residency Verification Requirements

New students, as well as returning students who were not enrolled the previous semester, are required to submit proof of their Texas residence and Victoria County residence (when applicable). For information regarding the appropriate documentation for verifying residency, contact the Welcome Center.

Verifications should be submitted when application is submitted or during registration. Failure to provide residence verification or failure to pay the additional fees owed will result in denial of future registrations as well as a hold being placed on the student record.

Students planning to apply for a partial tuition refund by providing residence documentation that will result in a residence status change must do so before the official reporting date (as set by the Coordinating Board of Texas) for the current semester. Such refunds will be made for the current semester only and not for prior semesters attended.

Official reporting dates are as follows:

- Fall and Spring semesters: 12th class day
- Summer sessions: fourth class day
- Classes of varying lengths: pro-rated accordingly (See page 44 for more details)

If an error is detected in residency determination—either by administrative staff or by erroneous information on the residence portion of the application—additional tuition may be charged during the semester. Failure to pay the additional charges will result in a hold being placed on the student record.

Tuition Rebate

The following Tuition Rebate policy has been set by the Texas Higher Education Coordinating Board.

Sec. 54.0065. TUITION REBATE FOR CERTAIN UNDERGRADUATES.

(a) A qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:

- (1) is awarded a baccalaureate degree from a general academic teaching institution; and
- (2) has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination.

(b) The amount of tuition to be rebated to a student under this section is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution of higher education awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution. However, a student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other institutions of higher education by providing the institution with proof of the total amount of that tuition paid to other institutions of higher education.

(c) A student who has transferred from another institution of higher education shall provide the institution awarding the degree an official transcript from each institution attended by the student in order that the total number of hours attempted by the student can be verified.

(d) To qualify for a rebate under this section, the student must have been a resident of this state and entitled to pay tuition at the rate provided by this chapter for a resident student at all times while pursuing the degree.

(e) All institutions of higher education shall notify each first-time freshman student of the tuition rebate program.

(f) The institution awarding the degree shall pay the rebate under this section from local funds.

(g) If a student entitled to a rebate under this section has an outstanding student loan, including an emergency loan, owed or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation, the institution shall apply the amount of the rebate to the student's loan. If a student has more than one outstanding loan, the institution shall apply the amount of the rebate to the loans as directed by the student or, if the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to the loans according to priorities established by the Coordinating Board. If the amount of the rebate exceeds the amount of the loan indebtedness, the institution shall pay the student the excess amount.

(h) The Legislature shall account in the General Appropriations Act for the rebates authorized by this section in a way that provides a corresponding increase in the general revenue funds appropriated to the institution. It is the intent of the Legislature that rebates authorized by this section shall be financed by savings to the state resulting from reductions in the number of courses taken by undergraduate students.

(i) The Coordinating Board, in consultation with the institutions of higher education, shall adopt rules for the administration of this section.

Refund Policy

The 74th Legislature assigned the Coordinating Board the duty of establishing a uniform refund policy for public community and technical colleges in Texas. The following is the refund policy adopted by the Coordinating Board in January 1996.

I. REGULAR SEMESTER LENGTH COURSES

In order for a student withdrawing from regular semester length courses to be entitled to a refund, the student must officially withdraw from Victoria College by obtaining a withdrawal form from Advising & Counseling Services located in the Student Services Building or by submitting a written request via email to CounselorHelp@VictoriaCollege.edu. Students who drop a course(s) or totally withdraw from Victoria College will have their tuition and mandatory fees refunded according to the following schedule:

Total Withdrawals and Course Load Reductions for Fall and Spring Semesters

*Prior to the first class day 100%
 During the first 15 class days 70%
 During the 16th through 20th class days 25%
 After the 20th class day None
 (Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.)

Total Withdrawals and Course Load Reductions for Summer Sessions

*Prior to the first class day 100%
 During the first five class days 70%
 During the sixth and seventh class days 25%
 After seventh class day None
 (Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.)

NOTE: State law requires Victoria College to apply refunds for tuition and fees paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the institution.

NOTE: Not all fees are refundable.

All withdrawals or course load reductions must be processed through the proper office to be official. All refunds will be processed within three to four weeks after the last day to receive a refund for the semester. Any student who early registers and later withdraws will not receive a refund until refunds for the semester for which he/she registered are processed.

II. Non-Semester-Length AND FLEX ENTRY Courses

The student must officially withdraw from Victoria College by contacting the department with which he/she registered to be entitled to a refund.

Total Withdrawals for flex entry and non-semester-length courses

*Prior to the first class day 100%
 After classes begin, see table on the next page.

*Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.

Total Withdrawal Refund Table (Non-semester-Length)

Length of Class in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Refunds for Noncredit Courses

Students will receive a 100% refund if a withdrawal request is received before the class begins, or if the class is cancelled by the College. No refund is issued after the class begins. Police Academy students will receive an 80 percent refund if the withdrawal is completed during the first five calendar days following the first class meeting.

Federal Financial Aid Return of Title IV Funds Policy

The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 and includes the following: Federal Family Education Loan Program, Federal Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG.

A federal refund policy will apply to all enrolled students receiving Federal Title IV funding and

withdrawing from the College before 60 percent of the period of enrollment has been completed. Students earn their Title IV federal financial aid by attending class in person or participating in online classes. The law requires that when a student withdraws during a period of enrollment, the amount of financial aid that the student has earned up to that point is determined by a specific formula. A student's withdrawal date is the student's last date of attendance and for online classes, the last date of documented participation. Participation in an online class must be more than signing on. It can be assignment completions, group discussions, or discussions with the instructor. Based on the last date of attendance as determined by the instructor roster or by some type of participation in the class as noted by the instructor - if the student received less assistance than the amount that the student earned, the student will be able to receive those additional funds.

This is called a post-withdrawal disbursement. If the student received more assistance than the student earned, the excess funds must be returned. The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if the student completed 30 percent of the payment period of enrollment – as determined by either attending

class or participating in some manner that the instructor is able to document - the student earns 30 percent of the assistance the student was originally scheduled to receive. Once the student has completed 60 percent of the period of enrollment, the student earns all of the student's assistance. If a student received excess funds that must be returned, the College must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of funds, or the entire amount of the excess funds.

If a student is eligible for any post-withdrawal disbursement, this will be made from available grant funds before available loan funds. Any amounts that have not been disbursed will be used in the Return to Title IV Calculation as the Amount that Could Have Been Disbursed. Please see the Treatment of Title IV Funds at <http://ifap.ed.gov/fsahandbook/1213FSAHbkVol5.html>

Withdrawal Information: Please see page 40 for withdrawal procedures and dropping classes, and their requirements. Students are subject to a limit for withdrawals and must contact the Advising & Counseling Services Office for procedures for and consequences of withdrawing from all classes. From a financial aid standpoint, students cannot earn all of their financial aid

unless they attend and participate in class for at least 60 percent of the term. This calculation counts all calendar days, including the first and last day of each term, weekends and holidays. Breaks of one week or more are not included in the calculation. Students must stay in school through the 60 percent mark to avoid possible repayment of unearned financial aid.

Module Classes: Module classes are defined as any class that does not span the entire length of the term. These classes may also be referred to as "part of term," "fast track," or "short term" classes.

Federal regulation: *Any student who is enrolled in at least one class that is less than the length of the term is classified for that term as a "module student." This means that even if the student enrolls in and passes a module class or classes, then drops or stops attending remaining full-term classes, he/she may be subject to a TIV Return calculation (a charge to the student's account for return of unearned tuition) if the total number of days attended in the term is less than 60 percent.*

The portion of financial aid grants and loans funded, excluding Federal Work-Study, which must be returned to financial aid programs, will be based on the following components:

Financial Aid implications:

Date of withdrawal as determined by the College based on the following:	<ul style="list-style-type: none"> The date the student last attended class as reported by the instructor. For online classes, the last date of documentable participation. This must be more than signing into the class. Submitting assignments, group discussions, and discussions with instructor may count as attendance. If the instructor has no documented attendance records, it will be determined the student never attended and will not have earned ANY Title IV funds.
Percentage of the enrollment period earned:	<ul style="list-style-type: none"> Divide the number of days attended by the number of days in the term (including weekends and holidays). If last date of attendance occurs after the 60 percent date, the student has earned all of the financial aid received and no refund will be required.
Subtract the percentage earned from 100 percent to determine the percentage unearned.	<ul style="list-style-type: none"> Multiply the total federal aid received by the calculated percentage unearned. This reflects the total amount of unearned federal aid.
Calculation of Institutional Return	<ul style="list-style-type: none"> Multiply the percent unearned by the institutional costs to determine the unearned institutional return. Requires student repayment to Victoria College
Calculation of Student Return	<ul style="list-style-type: none"> Subtract institutional return from the total amount of unearned federal aid. Requires student repayment to Department of Education or Lender.

Example of a student in module classes:

- Student enrolls in two module classes, both spanning the first five weeks of the term, and one full term class.
CLASS A 3 credits MODULE Final grade-B
CLASS B 3 credits MODULE Final grade-A
CLASS C 4 credits FULL TERM
Withdrawn on the 33rd day of the term
- Student is paid financial aid based on attendance for the full term.
- Student finishes the module classes, but drops the full-term class the same day the module classes ended.
- Term length is 77 days x 60% = 47 days
- Module classes were 33 days in length ($33/77 = 42.9\%$)
- Earned tuition is 42.9%, unearned is 57.1%
- Student is subject to a TIV Return calculation because he earned less than 60% of his tuition.
- SAP status – will be reviewed at end of term, regardless of repayment of Title IV funds

Unearned Title IV funds are returned to Title IV programs based on a federally mandated formula. Under this formula, **institutions** are obligated to return unearned funds collected for institutional charges to the US Department of Education and/or the student loan lender. Students are obligated to return unearned funds beyond the institutional charges to the Department of Education.

When **institutions** have to return unearned Title IV funds from institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant, Academic Competitiveness Grant, and FSEOG. These unearned Title IV funds are posted to the student's Victoria College account and must be repaid.

When a **student** has to return unearned Title IV funds that he/she received beyond the institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant (50%), and FSEOG (50%). Note that student's responsibility for repayment of unearned Title IV **grant** money is reduced by half.

If a student owes unearned Title IV funds from a **federal loan**, the money is repaid to the lender in accordance with the terms and conditions of the promissory note.

The college is required to notify the student within 45 days of determining the student's withdrawal of any **student** portion of unearned Title IV funds from a **federal grant**. The student is allowed 45 days to repay the amount to Victoria College who will forward the funds to the Department of Education. After that time payment arrangements must be made with the U.S. Department of Education or eligibility for federal financial aid at any higher education institution will be denied. The student also needs to repay to the **institution** the money that Victoria College is required to return to the Department of Education for the unearned institutional charges.

The institutional charges (tuition and fees) incurred by the student are considered to be paid by Title IV funds for the purpose of the formula, even if the institutional charges were directly paid by a source other than Title IV funds.

Students can repay the student portion of federal loans under the terms and conditions of the promissory note for the loan. However, the unearned portion of the loans that Victoria College must return is posted as a charge to the student account and must be repaid.

State of Texas Tuition Exemption/ Waiver Programs

Certain tuition exemption/waiver programs are available for reduced tuition and/or fees. For more information about the specific requirements to qualify for a program, review the list at the Texas Higher Education Coordinating Board website at www.collegefortexans.com or contact the Admissions & Records Office located in the Student Services Building. There are time limits for qualifying for certain exemptions or waivers.

Financial Aid

Financial Aid	76
VC Foundation Board of Directors	77
Scholarships	78
Grants	85
Loans	87
Student Employment.....	88
Satisfactory Academic Progress Policy	89
Veterans' Benefits.....	92
Workforce Solutions Golden Crescent.....	94
Department of Assistive and Rehabilitation Services, Division for Rehabilitation Services	94

Financial Aid

The purpose of the Victoria College Financial Aid Office is to assist students in obtaining the financial aid necessary to attend college. Assistance is available in the form of grants, loans, student employment, and scholarships. All students who feel that they need financial assistance are strongly encouraged to visit the Financial Aid Office to learn about the various sources of funds and to determine their eligibility.

Students who wish to apply for any type of financial aid (except merit-based scholarships and non Work-Study student assistant positions) must:

1. be enrolled in classes that pertain toward their degree plan each semester.
2. complete and submit a Free Application for Federal Student Aid (FAFSA). The FAFSA application is available through the FAFSA web site located at www.fafsa.ed.gov. After submission of the FAFSA to the Federal Processor, students will subsequently receive a Student Aid Report (SAR).

In order to complete their financial aid file, students must:

1. Submit a copy of their high school transcript showing graduation date or submit verification of a GED to the Admissions & Records Office
2. Complete admissions application and be an admitted student to Victoria College.
3. submit ALL official transcripts from each college attended if they are transfer students.

If the student's file is selected for verification, the following will be required:

1. IRS tax transcript, if data retrieval method was not selected when completing the FAFSA on line. Copies of tax returns will no longer be allowed.
2. a verification worksheet (found at www.VictoriaCollege.edu/FinancialAidForms)
3. any other forms requested.

Federal Ability-to-Benefit Law **High School Graduates or GED Certificates**

All students who apply for financial aid must submit a copy of their completed high school transcript or their GED certificate to the Admissions & Records Office. Placement tests will no longer be allowed in lieu of high school diploma or GED.

A student who enrolls for summer sessions and whose high school has not yet had the opportunity to issue transcripts will be allowed to temporarily substitute a letter from the high school registrar which states that the student has completed all requirements for graduation, including passing all sections of the high school exit test. This letter must be submitted in a sealed envelope and must include the following:

- Student's Social Security number;
- Confirmation that the student has successfully completed all requirements for graduation, date of graduation, and type of program;
- Date issued; and
- Original signature of the school official.

Students who enroll using this type of verification must follow up and furnish the Admissions & Records Office with an official copy of their transcript. These regulations were developed to ensure compliance with federal law. Students who have not met these requirements will NOT be awarded Title IV federal financial aid. No exceptions will be made to this policy.

The Director of Financial Aid, under the direction of the Vice President of Student Services, administers the financial aid program. Financial Aid staff members are available to answer questions and to provide assistance with completing applications. Additional information may be obtained by visiting the Financial Aid Office or by calling or writing:

Office of Financial Aid
Victoria College
2200 E. Red River Street | Victoria, TX 77901
(361) 572-6415
www.VictoriaCollege.edu/Scholarships

Leading The Way

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Keith Henke	Treasurer
Charla Borchers Leon	Member
John F. Brimberry	Member
Robby Burdge	Member
Laurel Cahill	Member
Elton E. Calhoun	Member
Penni Gietz	Member
Judge Beatriz Q. Gonzalez	Member
Luis A. Guerra	Member
Troy H. Hanes	Member
Steve Hipes	Member
Dr. Michael Hummel	Member
Kathy Hunt	Member
Elgin Janssen	Member
Judge Rene Mascorro	Member
David McLarry	Member
Terrell Mullins	Member
David Murphy	Member
LuAnn O'Connor	Member
Carole Elise Oliphant	Member
Dr. Josie Rivera	Member
Peter Paul Rojas, M.D.	Member
James L. Ryan	Member
Shane Sklar	Member
Tim Von Dohlen	Member
John Zacek	Member

Scholarships

A wide variety of scholarships are available at Victoria College. Scholarships include those awarded and administered by the Victoria College Foundation as well as those awarded by community and civic organizations. In addition, Victoria College awards Institutional Scholarships for various programs of study and academic merit. The criteria for receiving a scholarship varies according to standards set by the donors. Scholarships may be awarded based on GPA, financial need, or a combination of other criteria.

For scholarships administered by the Victoria College Foundation, students must have applied and received acceptance to Victoria College prior to completing the scholarship application. Once students are accepted to Victoria College, they will have access to the Pirate Portal and the scholarship application. Change in GPA status, major, or academic standing may affect the award status of a student's scholarship.

Victoria College also advertises scholarships awarded by various community and civic organizations. These scholarships may require additional paperwork to be completed by the student and submitted directly to the donor.

The following endowment and scholarship funds are administered by the Victoria College Foundation. Please contact the Financial Aid Office for complete information.

Endowed Scholarships

Alma Griner Endowed Scholarship
 Anne Elkowitz Levin Endowed Scholarship
 Aron & Willie Lee Kolle Endowed Scholarship
 Billy Ruddock Endowed Scholarship
 Bob & Mary Ann Brezina/VISD Golf Tournament Endowed Scholarship
 C. L. Thomas Inc. Endowed Scholarship
 Chad A. Slavik Memorial Endowed Scholarship
 Charles & Mary M. Geryk Endowed Scholarship
 Daughters of the American Colonists - Daniel Braman Chapter Endowed Scholarship
 David B. Lack Endowed Scholarship
 David M. Sunderman Endowed Scholarship
 Del Papa Distributing Endowed Scholarship
 Dorothy T. Arnold Endowed Scholarship
 Dr. Bud & Kathryn Lee Endowed Scholarship
 Dr. Dale Pigott Memorial Endowed Scholarship
 Dr. Gyda Hallum Endowed Scholarship
 Dr. Marvin H. & Nadine Cheshire Endowed Scholarship
 Dr. Michael & Cora Jo Hummel Endowed Scholarship
 Dr. Roland E. Bing Jr. Endowed Scholarship
 Drs. George & Ruth Constant Endowed Scholarship
 Edmund & Albina Skloss Endowed Scholarship
 Edwin W. & Diana M. Dentler Endowed Scholarship
 Esther, Glen & David Sunderman Endowed Scholarship
 Ethel Lee Tracy Endowed Scholarship
 Ethel Thurmond Art Endowment
 Eunice M. Willis Memorial Endowed Scholarship
 First Victoria Endowed Scholarship
 Frank & Alma Lee Marshall Memorial Endowed Scholarship

Future Business Leaders Endowed Scholarship
George & Ruth Bagnall Endowed Scholarship
Gladys Bhatia-Excellence in Nursing Endowed Scholarship
Grizzle Communications Endowed Scholarship
Hallie & Beatrice Chinn Endowed Scholarship
Harry C. & Frankie B. Smith LVN Endowed Scholarship Honoring Katie B. Nelson, LVN
H-E-B Endowed Scholarship
ICT Endowed Scholarship
Jack R. Morrison Sr. Endowed Scholarship
Jacques D. Robinson Memorial Endowed Scholarship
Jake A. Nelson Jr. Endowed Scholarship
Jim Lehrer-John Wiley Endowed Scholarship
Jimmy & Michelle Goodson Endowed Scholarship
John & Helen Newton Memorial Endowed Scholarship
John W. Stormont Lectures Endowment
Josephine & Thomas Charbula Endowed Scholarship
Judge Clarence Stevenson Memorial Endowment
K. R. & Laura Miller Endowed Scholarship
Kathryn O'Connor Endowment
Kiwanis Club of Suburban Victoria Endowed Scholarship
Kucera Family Endowed Scholarship
LeAnn Wendel Memorial Endowed Scholarship
Lela Welder Cliburn Endowed Scholarship
Leo & Virginia Welder Endowed Scholarship
Leonard & Penni Gietz Music Endowed Scholarship
Linda Dunn Medical Laboratory Technology Endowed Scholarship
Lota M. Gibson Endowed Scholarship
Louis & Evelyn Tittizer Endowed Scholarship
Lucy E. & Richard Crow Endowed Scholarship
M. G. & Lillie A. Johnson Foundation Endowed Scholarship
Madeline Fleming O'Connor Endowed Scholarship
Margaret & David Sunderman Endowed Scholarship
Marie Tomforde Endowed Scholarship
Marsha Shanklin Foundation Endowed Scholarship
MBA Harold Cade Endowed Scholarship
Michael Scott Joy Memorial Endowed Scholarship
Miguel & Emilia Rojas Endowed Scholarship
Milton S. & Elizabeth A. Greeson Endowed Scholarship
Morris & Camille Roberts Endowed Scholarship
Raymond Dickson Foundation Endowed Scholarship
Regional Cattlemen's Heritage Society Endowment
Regional Steel Endowed Scholarship
Reuben & Connie Murray Endowed Scholarship
Robert J. Hewitt Sr. Endowed Scholarship
Susan Windwehen Memorial Endowed Scholarship
T. Michael O'Connor Endowment
The Frank Pickens Club Sports Endowed Scholarship

The Herbst Endowed Scholarship
 The Trull Foundation Endowed Scholarship
 Tim & Cherie Von Dohlen Endowed Scholarship for Disadvantaged Youth
 VC ADN SNA Endowed Scholarship
 Victoria Area Restaurant Group Endowed Scholarship
 Victoria College Endowed Scholarship
 Victoria College Foundation Endowed Scholarship
 Victoria College Transfer Student Endowed Scholarship
 Victoria Eye Center Endowed Scholarship
 Victoria Sembradores Educational Foundation Endowed Scholarship
 Victoria Sunrise Rotary Endowed Scholarship
 Victoria/Invista 50th Anniversary Community Appreciation Endowed Scholarship
 Victoria-Goliad-Jackson Counties Medical Alliance Endowed Scholarship
 Vocational Nursing 50th Anniversary Celebration Endowed Scholarship
 in memory of Dr. J. D. Moore and Dr. John W. Stormont
 W. Henry Crain Endowed Scholarship
 Warren Young Memorial Endowed Scholarship
 Wells Fargo Bank Texas, N.A. Endowed Scholarship
 William L. & Anna Crawford Endowed Scholarship
 William Taylor & Mabel Markham Tipton Endowed Scholarship
 Winston L. & Nixie Zirjacks Endowed Scholarship
 Wood Family Endowed Scholarship
 Wood Special Endowment
 Works of Mercy Endowed Scholarship
 Zac & Evelyn Lentz Endowed Scholarship

Scholarships

ADN Faculty Scholarship
 Allied Health Scholarship
 Association of Operating Nurses (AORN) Scholarship
 Auxiliary of Memorial Hospital Gonzales Scholarship
 Bettie Clarke Janda Memorial Scholarship
 Bj Peterson Distinguished ADN Graduate Award
 Black History Steering Committee Scholarship
 Calhoun County Center Advisory Scholarships
 Charles T. Koenig Memorial Scholarship
 Citizens Medical Center Auxiliary Scholarship
 Club Sports Scholarship
 Cuero Community Hospital Nursing Scholarship
 Darrell & Carol Rangnow Scholarship
 Daughters of the American Revolution (DAR) Assistance Scholarship
 Debbie Parks Memorial Scholarship
 DeTar Hospital Volunteers Scholarship
 DeWitt Medical Foundation Nursing Scholarship
 Elizabeth Wickliffe Memorial Scholarship

Empty Bowls Visual Arts Scholarship
 Five Points Chapter, Inc.-Harley Owner's Group Scholarship
 Gonzales Center Scholarships
 Health Force Scholarship
 Hoblit Scholarship for GED Recipient
 J. Allen Baker Memorial Scholarship
 Jordan-McIntosh Scholarship
 Julie Arndt Memorial Scholarship
 Karl E. "Ollie" Olson Scholarship
 Ladies Auxiliary Veterans of Foreign War Post 4146 Scholarship
 Lewis Allen Scholarship
 Louis W. Chenault Sr. Scholarship for Nursing
 M. Clifton & Fay Weber LVN Scholarship
 Marthiljohni Memorial Scholarship
 Port Lavaca Rotary Club Scholarship for Nursing
 Sandalphon Study Club Scholarship
 Stanzel Family Foundation Scholarship
 Texas Society of CPAs-Victoria Chapter Accounting Scholarship
 Theresa Hartl Memorial Nursing Scholarship
 Thomas A. & Grace E. Innes Scholarship
 TLC Staffing ADN Nursing Scholarship
 Ty Young Memorial Scholarship
 VASA POD Scholarship
 Victoria Chamber of Commerce Medical Committee Scholarship
 Victoria Civilian Fire Academy Alumni Association Scholarship
 Victoria College Faculty Memorial Scholarship
 Victoria College Police Academy Scholarship
 Victoria Fine Arts Association Scholarship
 Victoria Gem & Mineral Society Scholarship
 Victoria Lions Club Scholarship
 Victoria Masonic Lodge #40 Scholarship
 Victoria Promise Scholarship
 Victoria Rotary Club Scholarship
 Wells Fargo VN Cuero Program Scholarship
 What's Your Story Scholarship

Institutional Scholarships

Victoria College Art Scholarship
 Victoria College Beat the Odds Scholarship
 Victoria College Dual Credit Scholarship
 Victoria College Institutional Scholarship
 Victoria College Mid-Term Graduate Scholarship
 Victoria College Music Scholarship

Endowment & Scholarship listing as of March 7, 2013

Certified Educational Aide Exemption Program

NOTICE: Funding for the program ended August 31, 2011. However, public institutions of higher education may still grant the tuition and fees exemption, at their own expense, pursuant to the eligibility requirements of Texas Education Code (TEC) 54.214.

For the current aid year, Victoria College will not be funding this exemption.

A student may qualify for the exemption of tuition and mandatory fees if he/she:

- Is a Texas resident.
- Has completed an application for an Educational Aide Exemption.
- Has applied for financial aid to the college he/she plans to attend, including filing the Free Application for Federal Student Aid (FAFSA) or by qualifying on the basis of adjusted gross income (AGI).
- Has been employed as a full-time educational aide for at least one of the past five school years, or as a substitute teacher for 180 days of the past five school years preceding the term or semester for which the student is awarded his or her initial exemption.
- Is employed in some capacity by a school district in Texas during the full term for which the student receives the award unless granted a hardship waiver as described in Section 21.1089 of this title (relating to Hardship Provision).
- Enrolls in courses leading to teacher certification.
- Registers for the Selective Service or is exempt from this requirement.
- Meets satisfactory academic progress requirements established by the college or university.

Applications are available at the school district where the student is employed, the financial aid office of the college the student plans to attend, or the Texas Higher Education Coordinating Board. The exemption can be used only in Texas at public colleges and universities.

Early High School Graduation Program – Funding for the Early High School Graduation Scholarship Program is no longer available.

The purpose of the Early High School Graduation Scholarship Program was to provide tuition and fee assistance to students completing grades 9 – 12 early or with a significant number of college hours, thus, enabling and encouraging the student to attend college in Texas.

This program is no longer funded by the State of Texas.

Students who graduated between 9/1/2005 and 6/14/2007 must

have graduated from a Texas public high school; completed either the recommended high school curriculum or the distinguished achievement high school curriculum in no more than 36 consecutive months, no more than 41 months or no more than 45 months; have attended high school in Texas only; have registered for the Selective Service or are exempt from this requirement; and be Texas residents.

Students who graduated on or after 6/15/2007 must

have graduated from a Texas public high school; completed either the recommended high school curriculum or the distinguished achievement high school curriculum in no more than 36 consecutive months, no more than 41 months or no more than 46 months; have attended one or more public high schools in this state for the majority of time the person attended high school; have registered for the Selective Service or are exempt from this requirement; and be U.S. citizens or otherwise lawfully authorized to be in the United States.

Eligibility to receive an award through this program begins with the first regular semester or term following high school graduation (excluding the summer session between graduation and the first fall term). Eligibility ends six years later, unless the student seeks and is granted a hardship extension. No funds may be used to pay for continuing education classes.

Award amounts:

- An eligible student who graduates in no more than 36 months receives \$2,000 (an additional \$1,000 is awarded if the student graduates with at least 15 semester credit hours of college credit)
- An eligible student who graduates in more than 36 months but less than 41 months receives \$500 (an additional \$1,000 is awarded if the student graduates with at least 30 semester credit hours of college credit)
- An eligible student who graduates in more than 41 months but less than 45 months (46 months for students graduating after 6/15/2007) receives \$1,000 if the student graduates with at least 30 semester credit hours of college credit.

Valedictorian

A tuition scholarship is awarded to the highest-ranking graduate of each accredited high school in Texas. Exemption is valid for tuition during both semesters of the freshman year immediately following the student's high school graduation. Fees are not covered and funds may not be used to pay tuition for continuing education classes. The student should send the letter of certification from his/her high school indicating he/she is the highest ranking high school graduate for that high school to the registrar of the college he/she attends.

Top 10%**Program Purpose**

The purpose of the Top 10 Percent Scholarship Program is to encourage outstanding high school graduates who graduate within the top 10 percent of their high school graduating classes to attend a public college or university in Texas.

Initial Eligibility Requirements:

1. Be a Texas resident;
2. Graduate from an accredited public or private high school in Texas (home-based private high schools are not currently accredited by TEA or one of TEA's accrediting agencies);
3. Complete the recommended or distinguished achievement curriculum (or the equivalent) at an accredited public high school in Texas, or the equivalent at an accredited private high school in Texas (see the Texas Private High School Certification section below);
4. Rank in the top 10 percent of the high school graduating class as of the seventh semester, or the sixth semester if the college uses that semester to determine admission to the institution;
5. Submit the 2013-2014 Free Application for Federal Student Aid (FAFSA) in time to generate the CPS results in a nonrejected status by March 15, 2013, or submit the 2013-2014 Texas Application for State Financial Aid (TASFA) to the Financial Aid Office by March 15, 2013*;
6. Register with Selective Service, or be exempt;
7. Enroll full-time in the Fall 2013 semester in a Texas public 2-year or 4-year college or university after graduation from high school in 2012-13 and maintain full-time enrollment through the census date of the semester; and
8. Demonstrate financial need (to be determined by the Financial Aid Office). See need determination below.

* The date requirement in #5 affects the distinction between priority 1 and priority 2 applicants during years when funding is not sufficient to cover all eligible students at the maximum award level. It is THECB's intent to fund all eligible students (priority 1 and priority 2) in FY13.

For renewal eligibility, students must:

1. Receive an initial year Top 10 Percent Scholarship in a previous year;
2. Submit the 2013-2014 Free Application for Federal Student Aid (FAFSA) in time to generate the CPS results in a nonrejected status by March 15, 2013, or submit the 2013-2014 Texas Application for State Financial Aid (TASFA) to the Financial Aid Office by March 15, 2013*;
3. Demonstrate financial need;
4. Enroll full-time in the Fall 2012 semester in a Texas public 2-year or 4-year college or university and maintain full-time enrollment through the census date of the semester;
5. Complete at least 30 semester credit hours in the previous year;
6. Complete at least 75% of the hours attempted in the previous year; and
7. Maintain a cumulative 3.25 GPA**.

* The date requirement in #2 affects the distinction between priority 1 and priority 2 applicants during years when funding is not sufficient to cover all eligible students at the maximum award level. It is THECB's intent to fund all eligible students (priority 1 and priority 2) in FY13.

** If a student has taken courses at another institution which are not included in the cumulative GPA calculation, the student has the right to appeal by presenting transcripts from the other institution(s). In this situation, an overall GPA must be calculated counting all classes and grade points earned. If the resulting GPA meets the program's requirements, the student is eligible.

College for All Texans

Please refer to www.collegeforalltexans.com, Apply for Colleges and Financial Aid> Types of Financial Aid for a complete listing of financial aid offered through the state of Texas.

Grants

Victoria College participates in several need-based grant programs, which provide funds that do not have to be repaid. Students who wish to apply for any grant must submit a FAFSA. Proceeds from grants are intended to provide assistance with tuition, fees, books, and living expenses.

Federal Pell Grants

The Federal Pell Grant program is regulated by the federal government and is an important source of financial assistance for eligible students. It is recommended that students applying for a Federal Pell Grant be enrolled for six or more hours. However, a Federal Pell Grant may be available to students who enroll for less than half-time (please contact the Financial Aid Office for additional information concerning less-than-half-time Federal Pell Grants). The amount of the Federal Pell Grant award will vary with the number of semester hours carried and the financial need demonstrated by the student. Students who have demonstrated eligibility and have completed the review process with the Financial Aid Office may use Federal Pell Grant funds at registration. Any additional amount due the student will be paid later in the semester.

If students are enrolled in courses that do not count toward their degree/certificate, those hours cannot be included in determining their enrollment status. Duration of Pell eligibility is reduced to the equivalent of 12 full-time semesters instead of 18 full-time semesters. The reduction affects all students beginning with 2013-14 award year. No students are grandfathered.

Retaking Coursework

New federal regulations limit students' eligibility for federal aid with regards to repeated courses. Students may not receive federal aid (Pell Grant and Stafford Loans) for courses that were previously taken and passed beyond the first retake.

Note: Repeat courses still count toward students' attempted hours for financial aid purposes.

For example, suppose a student takes a course and receives a grade of D. This student needs a C in this course to count for the requirements of the degree. The student takes the course again, receives aid, and earns another D. The student needs to retake the course again, but is no longer eligible for federal aid for that class. Additionally, the student cannot use that course toward enrollment for financial aid purposes. If

the student is taking 12 credits, the repeated 3 credit course is no longer eligible. The student's actual enrollment for financial aid purposes must be listed as 9 credits.

Recalculating Pell Grant for changes to Student's Cost, Estimated Family Contribution (EFC), or Enrollment Status.

Victoria College allows for recalculations of a student's Pell Grant after the initial calculation or disbursement, to account for changes to the student's costs, EFC, or enrollment status.

Change in the EFC

If the student's EFC changes due to corrections, updating, or an adjustment, and the EFC change would change the amount of the Pell award, the Financial Aid Office must recalculate the Pell award for the entire award year. If, as a result of the recalculation, the student has received more than his or her award amount, then the student has received an overpayment. In some cases, the Financial Aid Office may be able to adjust an award by reducing or canceling later payments to the student in the same award year.

Change in enrollment status between terms

In a term program that uses credit hours, the Financial Aid Office must calculate a student's payment for each term based on the enrollment status for that term. If a student attended full-time for the first term and then enrolled half-time in the second term, half-time enrollment status must be used to calculate the student's payment for the second term.

Student does not begin attendance in all classes within a term

If the student does not begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the Financial Aid Office will recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. A student is considered not to have begun attendance in any class in which the school is unable to document that attendance.

Change in enrollment status within a term

It is Victoria College policy to recalculate Pell awards only for enrollment changes that occur up to the Official Reporting Date (ORD) of a term.

The Financial Aid Office will use the student's effective enrollment status on the date of the initial calculation, and there will be no recalculations of the student's Pell Grant for the term due to a subsequent change in enrollment status, assuming the student began attendance in each class. If the student's payment for the term is being disbursed in a subsequent payment period, the Financial Aid Office will pay the student only for the coursework completed in the term. In the case of programs offered with compressed coursework or modules within the terms, Victoria College will not allow any subsequent adjustments to enrollment status once the ORD calculation has been determined.

For example, suppose a student was determined to be registered in 9 credit hours at ORD, and the Pell calculation was performed for three-quarter status. The student then registers during a subsequent registration period for another 3 credit hours. The student is still considered to have a three-quarter time enrollment status and is not eligible for any additional Pell for this term.

Academic Competitiveness Grant (ACG)

This grant has not been authorized by the Department of Education for the 2013-2014 award year.

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program (after January 1, 2006, if a first year student, and after January 1, 2005, if a second year student). Second year students must maintain a cumulative grade point average (GPA) of at least 3.0.

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal SEOG is a federally funded program that provides additional grant funding for students receiving Federal Pell Grants. Students who have completed the application for financial aid by the priority deadlines will be given first consideration for these funds. After this deadline, funds will be awarded on a first-come, first-served basis until all monies are exhausted.

Texas Public Education Grant (TPEG)

The TPEG Grant is funded by Victoria College and funds from the state of Texas. Awards are made to students who have completed their application for financial aid by the priority deadline. Funds will be awarded on a first-come, first-served basis until all monies are exhausted. Funds are awarded using a need-based formula of Federal Pell Grant applicants. Funds are not available to students on financial aid warning status. Certain Continuing Education courses may also qualify for the TPEG award. Please contact the Financial Aid Office for more information.

Toward Excellence, Access & Success Grant (TEXAS Grant)

The Texas Higher Education Coordinating Board funds the TEXAS Grant. This grant is aimed at assisting students who have graduated from a Texas high school and completed the recommended high school program or the distinguished achievement program. Eligible students must have financial need and be enrolled either full-time or three-quarter time at an eligible institution within 16 months of high school graduation to receive this grant. Contact the Financial Aid Office for additional eligibility requirements.

Texas Educational Opportunity Grant (TEOG) (formerly known as TEXAS Grant II)

The Texas Higher Education Coordinating Board funds the Texas Educational Opportunity Grant. This grant is aimed at assisting students who have a high school diploma or GED. Eligible students must have financial need and be enrolled at least half-time at an eligible institution within the student's first 30 credit hours to receive this grant. Contact the Financial Aid Office for additional eligibility requirements. For a complete list of exemptions and grants, go to www.collegeforalltexans.com. Apply for Colleges and Financial Aid>Apply for Financial Aid> Types of Financial Aid.

Loans

Federal Student Loan Programs

Victoria College participates in the William D. Ford Federal Direct Loan Program (DL). The program provides low-interest loans to eligible students enrolled at least half-time in an institution of higher education. Repayment may be deferred until a student ceases to be enrolled at least half-time in an institution of higher education.

All students who wish to apply for DL must meet the following requirements:

1. Students must be currently enrolled for at least 6 credit hours.
2. Students must declare a major with the Registrar's Office.
3. Students must be enrolled in courses that count toward their degree plan or certificate program.
4. Courses that do not count toward the degree plan or certificate program cannot be included in the enrollment status of students for the purpose of determining whether students are full-time or part-time. Repeat courses that are not part of the student's enrollment status (refer to Repeat coursework under Federal Pell Grant section) cannot be included for the purpose of determining whether students are full-time or part-time.
5. Students must meet the requirements of the Satisfactory Academic Progress (SAP) requirements to be eligible to receive any type of financial aid (loans, grants, work-study, etc.)
6. All students obtaining a Direct Loan from Victoria College for the first time will be required to attend the face-to-face entrance counseling session.

Students' loan eligibility amount will be calculated based on financial need, the number of semester credit hours the student is enrolled in and eligible for (see Repeat Coursework section) each semester (as of the 12th class day during the fall and spring semesters and the fourth class day during summer semesters); the amount of other financial aid (grants, scholarships, work-study, WIA benefits, tuition waivers, etc.) the student may receive; and grade level.

Loan funds are available to cover initial payment of tuition/fees and purchase of books. The first disbursement of loan checks is mailed approximately 30-35 days after the first day of class during the fall and spring semesters and approximately 17-20 days after the first class day during the summer semesters (First-time borrowers must wait 30 days before loans can be disbursed, due to federal regulations.) The student's correct mailing address must be on file in the Admissions & Records Office. Loans will be disbursed in the form of a check or direct deposit to the student's bank account. The student is responsible for setting up direct deposit. It is not College policy to allow students to pick up their checks. Loans are disbursed in two equal payments in accordance with federal regulations. For loans covering one semester, the second disbursement cannot be made until at least fifty-percent of the student's enrollment has elapsed.

If anything about the student's financial circumstances change (including the receipt of additional financial aid funds, such as scholarships, grants, work-study, WIA benefits, tuition waivers, etc.) the amount of his/her loan eligibility may change.

Loan recipients must complete Loan Exit Counseling before transferring to another college or university, graduating from Victoria College, dropping below half-time status, or withdrawing. Loan Exit Counseling is available at www.studentloans.gov.

PROVISIONS AFFECTING DIRECT LOANS ONLY:

- Interest subsidies during the six month grace period are eliminated for new Stafford Loans made on or after July 1, 2012. The repayment period still begins six months after the student is no longer enrolled at least half-time, but interest accrued during those six months will be payable by the student rather than subsidized by the federal government.
- The interest rate on Direct Subsidized Loans will increase from 3.4% to 6.8% for disbursements made on or after 07/01/12.

Student Employment

Federal Work-Study Program

The Federal Work-Study Program (FWS) provides funding for campus jobs for students who demonstrate financial need. Students may work up to 19 hours per week. Interested students must complete an application for financial aid prior to being employed as a FWS student. All students interested in participating in the FWS for this year must first apply for the Federal Pell Grant and have received an award letter from the Victoria College Financial Aid Office. Applications for employment in the FWS Program are available in Human Resources.

Student Assistant Employment Program

A limited amount of institutional funds are available for employing individuals who are not eligible for the Federal Work-Study Program. Students are encouraged to apply for the Student Assistant Employment Program as soon as possible. Please contact Human Resources for more information.

Satisfactory Academic Progress (SAP) Policy

Federal regulations mandate a student receiving financial assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. Title IV funds include Pell Grant, SEOG, Direct Loans, and Federal Work Study.

Financial Aid SAP standards are not the same as the Victoria College Academic Standards.

Although students may be granted an Academic Fresh Start, the Financial Aid Office is required to include all prior credits completed or attempted, including prior grade point averages (GPA) when determining eligibility for financial aid. Student financial aid, as defined in this policy, specifically applies to all federal, state, and certain institutional aid programs. Federal guidelines stipulate that this policy applies to ALL enrollment periods, regardless of whether students have received financial aid.

NECESSARY REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Qualitative Standards - Students will be expected to maintain the minimum academic standards as outlined in the Academic Regulations in the Victoria College Catalog and established by the Admissions & Records Office. Students must maintain a cumulative GPA of at least 2.0. This will not include any foundational classes.

Quantitative Standard – Students must complete 67% of their cumulative attempted hours. This number will not be rounded up or down. The quantitative standard is used to measure a student's pace in a program. A student may be on pace for the semester but not be on pace when calculating the cumulative hours. Pace is measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Keep in mind attempted means all the hours a student registered for, even those he/she may have received any of the following grades: "W, F, S, SA, SB, SC, T, U, UD, UF, I and Q." Completed means those hours a student has registered for and received a grade sufficient for graduation. Foundational coursework is included in this calculation as well as transfer credits accepted by Victoria College.

Maximum Time Frame - Victoria College is a two year public community college with certificate and associate degree programs. Students must complete their program of study within 150% of the length of the program. Maximum time frame is measured by dividing the number of credit hours the student has attempted by the number of credit hours required to complete the students program of study. If the student will exceed 150% by the end of the program, the student will be placed on Financial Aid suspension. The time frame requirement applies to certificate programs, as well as associate degree and applied science degrees. Transfer course work accepted by Victoria College and courses with a grade of F, W, S, SA, SB, SC, T, U, UD, UF, I and Q will be included in the calculation.

Some examples of maximum time frame are:

Program Requirement Hours	Maximum Time Frame Percentage	Attempted Hours Permitted
60	150%	90
45	150%	67
32	150%	48

FAILURE TO MEET MINIMUM REQUIREMENTS

Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at the end of a payment period and will be allowed to continue to receive aid for one payment period. There is no warning period for maximum time frame.

Financial Aid Probation is a status assigned to a student who fails to make Satisfactory Academic Progress for a subsequent payment period and who has appealed and has had eligibility for aid reinstated. A student on Financial Aid Probation may receive Title IV funds for one payment period. At that point, the student must meet the school's SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility.

Financial Aid Suspension is a status assigned to a student who has not met the requirements for Satisfactory Academic Progress and has not been granted an appeal or a student who was on Financial Aid Probation and failed to meet Satisfactory Academic Progress or the requirements of the established academic plan and will not be eligible to receive Title IV funds.

APPEAL PROCESS

Students who have not made satisfactory academic progress after being placed on warning status may file an appeal to the Satisfactory Academic Progress Appeals Committee (SAPAC).

A student can appeal if:

- There is a death of a relative
- An injury or illness occurred
- Other special circumstances

How to appeal:

- Complete a SAP appeal application (available in the Financial Aid Office or at www.VictoriaCollege.edu)
- Appeal is due to the Financial Aid Office the Friday prior to the committee's meeting. The Appeals Committee meets once a month. Contact Financial Aid for specific meeting dates.
- Student will need to meet with an Academic Advisor to determine an Academic Plan for future semesters. You must take courses that are part of your declared degree program.

If your appeal is approved:

- You will be placed on Financial Aid Probation/PLAN
- You must meet the Satisfactory Academic Progress minimum requirements as outlined above.
- You must meet the minimum requirements EVERY semester
- You will be evaluated at the end of each semester to determine that you continue to be eligible for Title IV funds.

If your appeal is denied:

- A student has the right to appeal to the Vice President of Student Services. The appeal packet for the Vice President of Student Services is available in the Financial Aid Office or at www.VictoriaCollege.edu/FinancialAidForms. The packet is also available in the Office of the Vice President of Student Services.
- The decision made by the Vice President of Student Services is final and no other appeal exists.

If you fail to meet minimum standards while on Financial Aid Probation/PLAN

- You are not eligible to appeal any further for GPA/PACE suspension
- You will not receive any Financial Aid funds
- If you are on suspension for GPA/PACE, then you must get back into Good Standing on your own
- If you are on suspension for Maximum Time Frame, you must meet cumulative GPA/PACE requirements for a subsequent payment period before you may be eligible to appeal.

ADDITIONAL INFORMATION

- Financial Aid recipients who withdraw from classes or stop attending classes before completing at least 60% of the semester may have to pay back a portion of their grant and/or loan money. The 60% completion rate will be determined by the attendance as submitted by the instructors. This is known as a Return to Title IV calculation (R2T4). This includes all grades of W, Q, U, UD, UF and F. The amount of financial aid that you have earned up to the last attendance date is determined by a specific federal formula.
- A maximum of 30 foundational hours may be taken and paid for with Title IV funds.
- Students may not receive federal aid for courses that were previously taken and passed beyond the first re-take. Repeat courses still count toward your attempted hours for Financial Aid purposes. Other restriction may apply in regard to repeat courses. Check with the Financial Aid Office for clarification.
- A student on Warning or Probation will not be eligible for any TPEG funds for Continuing Education (CE) courses.
- A student on Suspension will not be eligible to receive TPEG funds for Continuing Education (CE) courses.
- Pell Lifetime Limits – the Department of Education limits the student's eligibility for Pell Grant to 600% or 12 full-time awards.
- Loan Aggregate Limits – the Department of Education limits loan awards based on student status: dependent/independent, undergraduate/graduate.
- A student must be in Good Standing or on Academic Plan to receive institutional scholarships or childcare assistance.

Repeating Courses Procedures

A new federal regulation limits the number of times a student may repeat a course and receive financial aid for that course (Effective July 1, 2011).

If a student gets a 'W', 'Q', or an 'F' in a course, that student is allowed to repeat the course and receive financial aid (assuming he/she is meeting Satisfactory Academic Progress) until he/she receives a 'D' or better. Once the student has received a 'D' grade or better, he/she can repeat the course a second time and still receive federal aid. A student is allowed one repeat after passing a course. The third time the student repeats a course in which he/she has earned a 'D' or better, the Financial Aid Office cannot provide federal funding for that repeated course.

Listed below are a few scenarios for example purposes:

Grades Received	
D, F	If the student repeats the course a third time, that course is not eligible for aid.
F, F, D, W, F	If the student repeats the course a sixth time, that course is not eligible for aid.
F, F, D, D	If the student repeats the course a fifth time, that course is not eligible for aid.
UF, W,C, D	If the student repeats the course a fifth time, that course is not eligible for aid.

This rule applies whether or not the student received aid for earlier enrollments in the course.

All repeated courses affect financial aid Satisfactory Academic Progress calculations.

A repeated course, along with all the other attempts, must be counted as attempted credit hours. If the course replaces a previous course, such as a student retaking for a higher grade, only the included courses count in the completion ratio. All students must successfully complete 67% of cumulative attempted hours by the end of each term.

SALT

Victoria College has partnered with American Student Assistance to provide a unique online financial resource for students. SALT is the new membership program that teaches students how to take control of their finances. SALT helps students and alums develop financial skills for life by delivering vital information and support in a way that is simple, useful, and motivating. The program includes financial education, debt management, and ongoing resources. Students are encouraged to register at: <http://www.saltmoney.org/register/>.

Veterans' Benefits

Veterans are admitted on the same basis as other students. Victoria College is approved by the Texas Workforce Commission programs taken under Title 38 of the U.S. Code. Veterans Affairs (VA) Certifying Officials are located in the Advising & Counseling Services Office.

Students seeking veterans' educational benefits must contact a VA Academic Advisor six weeks prior to their registration period. All benefit recipients (excluding Chapter 31, 33 and Hazlewood) are **required to pay their educational costs up front**. Funding will be paid directly to students by the Department of Veterans Affairs.

Eligible veterans will receive monthly payments for their entitlement based on the coursework for which they enroll. Courses should be selected with care. Students should make certain that each course meets the requirements. The course must be a requirement for graduation in the veteran's declared degree program or completion of a certificate program. A course for audit credit will not be certified for payment. Students who are enrolled in Victoria College and are certified to receive veterans' benefits are expected to make a grade point average of 2.0 on all work attempted. Students who are enrolled for six or more semester hours and fail to make a 2.0 grade point average will be placed on scholastic probation which could affect future eligibility to receive benefits.

In addition to the academic progress, the following is also reviewed by the Department of Veterans Affairs:

- All withdrawals, enforced withdrawals, and reductions in class load will be reported to the Department of Veterans Affairs.
- Repeats of classes where D's or above were earned will not be covered for veterans' benefits.

The Montgomery GI Bill

The Montgomery GI Bill (Chapter 30)- Active Duty program provides up to 36 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship/on-the-job training and correspondence courses. Foundational, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following the student's release from active duty.

The Montgomery GI Bill (Chapter 1606)- Selected Reserve program may be available to a student if he/she is a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, the Army National Guard, and the Air National Guard.

Students may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, or apprenticeship/on-the-job training. Foundational, refresher, and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. The student is responsible for paying tuition and fees at the time of registration. VA makes the payments to the student for this program upon verification of enrollment certification which must be completed each semester.

The student may be entitled to receive up to 36 months of education benefits. His/her benefit enrollment entitlement ends 10 years from the date of his/her eligibility for the program, or on the day he/she leaves the Selected Reserve.

The following documents are needed to apply for The Montgomery GI Bill benefits:

- Copy of DD-214 for Active Duty Program
- Letter of eligibility from Selected Reserve Unit for Selected Reserve Program
- VA Form 22-1990 (Application for Veterans' Educational Benefits) or VA Form 22-1995 (Request for Change of Place of Training or Program) if the student has previously used VA benefits at another institution or has not attended for one semester
- Victoria College Veteran's Enrollment Record
- All prior academic transcripts and military transcripts

Veterans' Educational Assistance Program (VEAP)

VEAP is available if the student elected to make contributions from his/her military pay to participate in this education benefit program. The government matches student contributions on a \$2 for \$1 basis. The student may use these benefits for degree, certificate, correspondence, or apprenticeship/on-the-job training programs. In certain circumstances, foundational, deficiency, and refresher courses may also be available.

Benefit entitlement is one month to 36 months depending on the number of monthly contributions. The student has 10 years from his/her release from active duty to use VEAP benefits.

The following documents are needed to apply for VEAP benefits:

- Copy of DD-214 for Active Duty Program
- VA Form 22-1990 (Application for Veterans' Educational Benefits) or VA Form 22-1995 (Request for Change of Place of Training or Program) if the student has previously used VA benefits at another institution or has not attended for one semester
- Victoria College Veteran's Enrollment Record
- All prior academic transcripts and military transcripts

Survivors and Dependents Educational Assistance Program (DEA-Chapter 35)

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. Spouses may take a correspondence course. Foundational, deficiency, and refresher courses may be approved under certain circumstances.

The following documents are needed to apply for DEA benefits:

- Copy of DD-214 for qualifying veteran
- Copy of marriage certificate for spouse and birth certificate for children
- VA Form 22-5490 (Application for Veterans' Educational Benefits) or VA Form 22-5495 or VA Form 22-5495w (Request for Change of Place of Training or Program) if the student has previously used VA benefits at another institution or have not attended for one semester
- Victoria College Veteran's Enrollment Record
- All prior academic transcripts

Hazlewood Act

Students interested in using Hazlewood benefits for registration are recommended to contact the VA Academic Advisor at Victoria College at least six weeks prior to their initial registration.

The Hazlewood Act information sheets and applications are available in the Advising & Counseling Services Office. Each Hazlewood Application must be completed before each new term registration. The Hazlewood Act provides a tuition waiver, so it must be used at the time of registration. It will not be retroactively applied.

The following documents are needed to apply for the Hazlewood Act benefits:

- Hazlewood Application
- Victoria College Veteran's Enrollment Record
- Copy of the DD-214

Veterans' Work-Study Program

Eligible veterans can apply for this benefit by contacting the Admissions & Records Office and filling out an application for Veterans' Work-Study. Positions are limited and an interview is required.

Veterans' Vocational Rehabilitation Program (Chapter 31)

The Vocational Rehabilitation Office in Houston, Texas determines eligibility for this Veterans' benefit. Information on how to contact this office can be obtained in the Admissions & Records Office.

Additional information regarding Veterans' Benefits may be obtained by visiting the VA web site at: www.gibill.va.gov.

Reserve Educational Assistance Program (REAP)

REAP was established as part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits.

Workforce Solutions Golden Crescent

Workforce Solutions Golden Crescent provides financial assistance (cost of tuition, fees, books, and supplies) for economically disadvantaged adults, youth, and laid-off workers. Eligibility is determined on a case-by-case basis under the program.

Workforce Solutions Golden Crescent serves people of the seven county Golden Crescent region that includes Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties. Persons who reside in this service area should call (361) 578-0341 or write for more information to the following address:

**Workforce Solutions Golden Crescent
120 S. Main, Suite 110
Victoria, TX 77901**

Persons who reside outside of these counties should call (512) 463-2222, go to the nearest Workforce Center office, or consult the website at www.gcworkforce.org.

Department of Assistive and Rehabilitative Services, Division for Rehabilitation Services

The Division for Rehabilitation Services assists eligible consumers with tuition and required nonrefundable fees when it is deemed necessary to achieve a vocational outcome. Eligibility is based on physical or mental disabilities that create severe impediments to employment. Applications for such assistance should be made to:

**Texas Department of Assistive and
Rehabilitative Services**

**Division for Rehabilitation Services
4102 North Navarro, D-2
Victoria, TX 77901
(361) 580-5700**

Student Services

Student Services	96
Admissions & Records and Welcome Center	96
Advising & Counseling Services	96
New Student Information Session	96
Student Success: On Course	96
Career and Transfer Center	97
Child Care Assistance	97
Disability Services	97
Financial Aid	98
KEY Center	98
Payments	99
Pre-College Programs and Recruitment	99
Student Computer Access	99
Testing Center	100
Tutoring Center	100
Student Activities and Student Center	101
Clubs and Student Organizations	101
Phi Theta Kappa (PTK)	101
Student Government Association (SGA)	101
Postings	102
Calendar of Events	102
Field Trips	102
Travel Policy	103
Code of Student Conduct	104
Terms to Know	105

Student Services

Admissions & Records and Welcome Center

Location: Student Services Building, Room 107

Contact: (361) 485-6841
Admissions@VictoriaCollege.edu

The Welcome Center and the Admissions & Records Office provides services regarding admissions to Victoria College and the management of student information and academic records.

- Admissions information
- Credit by exam
- Grade information
- Graduation
- Noncredit & testing information
- Residency determination
- Tech Prep credit
- Transcript requests
- Student information changes (name, address, etc.)
- Verification of enrollment

Advising & Counseling Services

Location: Student Services Building, Room 105

Contact: (361) 582-2400
AdvisorHelp@VictoriaCollege.edu or
www.VictoriaCollege.edu/Advising
CounselingServices

Advising & Counseling provides quality services to students in the areas of career counseling, academic advising, New Student Information Sessions, personal counseling, veterans' advising, and support services for students with disabilities. Students are encouraged to become acquainted with the advising staff and to take advantage of educational, career, and personal counseling services. These services are available to all students, both on-campus and off-campus, upon request. This department is responsible for providing information regarding:

- Assessment
- Academic advising
- Counseling
- Orientation
- Personal counseling
- Recruiting
- Support services for special populations
- Tutoring services
- Veterans' services

The New Student Information Session (NSIS)

is an orientation designed to acquaint new students with the Victoria College campus and the various resources that can enhance both personal development and academic success. All freshmen are required to participate in a NSIS to be eligible to register for courses. Failure to do so will result in a hold on his/her account. For New Student Information Session dates and times, visit www.VictoriaCollege.edu/NewStudentInformationSession.

In order to participate in a New Student Information Session, students must:

1. Complete a Victoria College Application for Admission,
2. Submit assessment scores (unless exempt), and
3. Submit an official high school transcript.

Once students have completed these admission requirements, registration can be completed in the Victoria College Advising & Counseling Services Office or through web registration (if eligible).

For additional information, call (361) 582-2400.

Student Success: OnCourse

All incoming freshmen with fewer than 12 hours are required to enroll in SDEV 0301 and successfully complete the course **with a SC or better**, or they will be required to re-enroll their next semester. EDUC 1300 may be substituted for SDEV 0301, in which case a **C or better** must be earned.

Career and Transfer Services

Location: Student Services Building, Room 105

Contact: (361) 582-2400
AdvisorHelp@VictoriaCollege.edu

For students who are searching for a vocation, major, or specific area of interest, or are interested in transferring to another community college or university, a visit to the Career & Transfer Services Advisor is recommended.

Services include:

- Career exploration
- Off-campus employment opportunities
- Career fairs
- Career preparation workshops
- University and community college transfer requirements

Child Care Assistance

Location: Student Services Building, Room 108

Contact: (361) 572-6415
www.VictoriaCollege.edu/
ComplianceCertificate/12-13_
Childcare_Assistance_
Application.pdf

To apply for assistance with child care costs, students must:

1. apply every academic year to be considered for child care assistance,
2. have completed the Victoria College financial aid process, and
3. be pursuing an occupational or technical program of study.

Information and applications for the academic year are available in the Financial Aid Office. Assistance is based on the availability of Victoria College funds, student financial need, individual student assessment, program of study, and number of hours.

Disability Services

Location: Student Services Building, Room 105

Contact: Disability Support Services (DSS) –
Disability Services Advisor
Karen Friedel
(361) 572-6411
Karen.Friedel@VictoriaCollege.edu

Title IX, Section 504 Coordinator,
Robert Cubriel
(361) 572-6414
Robert.Cubriel@VictoriaCollege.edu

Disability support services are arranged on an individual case-by-case basis for qualified students with a documented disability. Services may include:

- Note-taking assistance
- Special parking provisions
- Adapted testing
- Reader services
- Information and referrals
- Special equipment and equipment adaptation

Prospective students who may qualify should contact Advising & Counseling Services at (361) 572-6411 at least one month prior to registration. Supporting documentation may be required. The Disability Support Services Student Handbook is available in the Advising & Counseling Services Office or at www.VictoriaCollege.edu/DisabilityServices. Students with disabilities who feel that their rights have been violated have the right to file a grievance. The procedure for doing so is outlined in the Disability Support Services Student Handbook.

Financial Aid

Location: Student Services Building, Room 108

Contact: (361) 572-6415
FinAid@VictoriaCollege.edu

Students who need help paying for college are encouraged to visit the Financial Aid Office. The Financial Aid staff will make every effort to assist students in obtaining the necessary funds to attend college. A variety of federal and state funds are available to qualifying students. Steps for obtaining financial aid include:

- Apply for admissions
- Complete a Free Application for Federal Student Aid online at www.fafsa.ed.gov
- Supply additional documentation if selected for verification
- Submit an official high school transcript with graduation date to the Admissions & Records Office
- Receive financial aid award letter
- Log in to the Pirate Portal and accept the Financial Aid Award

Scholarships and grants can be used for tuition, fees, books, and supplies. If loan funds will be required, an additional form can be obtained from the Financial Aid Office. Once the file is processed, the student can use the funds for tuition, fees, books, and supplies.

KEY Center- Student Support Services

Location: Johnson Hall, Room 101

Contact: (361) 582-2414
Key@VictoriaCollege.edu

KEY stands for Knowledge, Exploration, and You — these will be the “keys” that unlock great opportunities for a Victoria College student’s education and life. The goal of the KEY Center is to retain, motivate, and graduate low-income, first generation students and/or students with disabilities. The mission of the KEY Center, a Federal TRiO program, is to promote participation in postsecondary education by providing an academically enriching and supportive environment that encourages intellectual growth and social development for qualified individuals.

The services provided by the KEY Center include:

- Academic advising and degree planning
- Career counseling and exploration through job shadowing, career planning, and other resources
- Computer and study area designated for KEY Center members
- Financial Aid Assistance to help guide students through steps to secure grants and scholarships
- Financial literacy programs to empower students with information on money management
- Mentoring program pairing a student with a VC faculty, staff, or student to help establish a solid support system
- Resources and equipment for successful study habits
- Transfer assistance for students who plan to continue their education beyond Victoria College
- Tutoring program designated for KEY Center members which includes individual and group assistance

Payments

Location: Student Services Building, Room 104

Contact: (361) 485-6840
Payments@VictoriaCollege.edu

The Payments Office is responsible for providing the following services:

- Payments
- Test registration & payments
- Installment plans

Pre-College Programs & Recruitment

Location: Student Services Building, Room 109

Contact: (361) 485-6823
PreCollegePrograms@VictoriaCollege.edu

Pre-College Programs & Recruitment is responsible for providing the following services:

- Information and assistance with admissions and financial aid forms for prospective students
- Classroom presentations at elementary, middle, and high schools
- Programs to assist students with college preparation
- Campus tours
- Informational booths and presentations at community events, organizations, and businesses
- Dual Credit /Early Admissions information

Pre-College Programs & Recruitment provides college information and outreach services to all prospective students.

Student Computer Access

Victoria College provides computers for student use and offers a variety of computer network capabilities, including internet access, electronic mail, and a wide selection of applications.

There are several computer labs located across the campus:

- Academic Building
- Health Sciences Center
- Johnson Hall - Main Tutoring Center
- Student Center
- Technology Center

The following buildings offer wireless network access:

- Allied Health Building
- College Services & Training Building
- Continuing Education Center
- Health Sciences Center
- Language Building
- Sports Center
- Student Center
- Student Services Building
- Technology Center

Each student is automatically issued an email address. Students can access their login and password for the Pirate Portal at <https://HelpDesk.VictoriaCollege.edu/Bansam/>. Information concerning email access and student computer support may be obtained by contacting the Help Desk at HelpDesk@VictoriaCollege.edu or (361) 582-2509.

Supplemental Instruction (SI)

Supplemental Instruction is a voluntary program where students benefit from the guidance of an SI leader who provides support in historically challenging courses. The safety and support of a group setting comprised of fellow students creates an environment in which students may become more comfortable with college-level materials and study requirements.

Testing Center

Location: Continuing Education Center,
Room 201

Contact: (361) 582-2589

The Testing Center provides academic skills assessment and testing for online courses, and administers selected licensure and/or certificate examinations. Special testing accommodations are available for students who meet eligibility criteria.

All testing is by appointment only. Please contact the Testing Center at (361) 582-2589 or TestingAppointments@VictoriaCollege.edu to schedule an appointment.

Victoria College is a testing center for the following:

- ACT
- CLEP
- Correspondent Exams
- DET
- DSST
- GED
- SAT
- SAT Subject Exams
- TCLEOSE
- TSA
- TSI Assessment
- USPS
- VC Online
- VCT

Students can register for tests and verify test dates at www.VictoriaCollege.edu/TestingCenter.

Tutoring Centers - Need a tutor?

Location: **Main Tutoring Center**
Johnson Hall, Room 106

Reading Room
Johnson Hall, Room 104

Science Tutoring Center
Health Sciences Center, Room 121C

Calhoun County Center
Study Center, Room 5

Gonzales Center,
Room 108

Contact: (361) 572-6473
TutorHelp@VictoriaCollege.edu

Tutoring services are designed to provide a supportive learning environment by providing tutors and a variety of resources to help students meet their educational goals.

Schedules are posted on the Tutoring Center website, which can be accessed in the Pirate Portal. Additional resources include handouts, a variety of textbooks, and an online InfoRack which provides a selection of downloadable handouts to students needing assistance after hours or to those students unable to come to campus.

Students who wish to work as tutors are encouraged to apply early each semester for these paid positions. For additional information, please contact the Tutoring Center by phone or email. Tutors must have an instructor's recommendation and achieve CRLA Level I Certification, VC's training program, in the first two semesters they tutor to ensure the quality of support services offered.

Student Activities & Student Center

Location: Student Center, Room 120

Contact: (361) 485-6838
Student.Activities1@
VictoriaCollege.edu

Campus student activities are designed to:

- Give the students the opportunity for Self-expression
- Increase interest in academic courses
- Provide recreation

Amenities provided to students include:

- Big screen TV
- Horseshoe and washer pits
- Pool tables
- Sand volleyball court
- Table tennis
- Tennis courts

Inside the Student Center students will find:

- 250-seat dining area
- Campus bookstore
- Computer lab
- The Cove, convenience store
- Subway restaurant located in The Cove
- Meeting rooms

Clubs and Student Organizations

The Student Activities Office in the Student Center, Room 120, is the central location for information concerning campus organizations. All students are invited to visit the Student Activities Office website at www.VictoriaCollege.edu/CampusLife or to stop by the office and pick up a current listing of campus organizations and decide which club or organizations best suit their interests.

Club Membership Information

To be a member of an officially sanctioned extracurricular organization in the student life of Victoria College, an individual must be registered in good standing as a student in the College. Specific prerequisites for membership and holding office are determined by the constitution and bylaws of the organization, which have been approved by the Vice President of Student Services, Student Life Committee, and the Student Activities Director of Victoria College. Copies of each organization's constitution are maintained in the Student Activities Office.

Phi Theta Kappa

The Zeta Gamma Chapter of Phi Theta Kappa, the national honorary scholarship society for junior colleges, was chartered in February 1947. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. Each semester a faculty advisor and the registrar survey all available candidates and recommend for membership those students whose grade point average indicates superior scholastic achievement (grade point average of 3.50 or higher on 12 hours of associate degree coursework), who have demonstrated qualities of leadership and integrity, and are pursuing an associate or higher degree.

Student Government

Victoria College's Student Government Association (SGA) is an elected body whose purpose is to represent the entire student body in all aspects of student life. The Student Activities Director serves as an advisor to the Association. The primary responsibilities of the Association are to conduct a student body election, plan student activities, and be involved in issues concerning the welfare of the students.

Role in Institutional Decision Making

The Student Government Association serves as the official liaison between the student body and college administration. It serves as the mechanism for student participation in institutional decision making. Please see the *Victoria College Student Handbook* for a complete description of the role of the Student Government Association.

Officers and Club Representatives

To be eligible for an officer position, a student must have attended VC for one semester and completed 12 hours, except two of the four at-large representatives, who may have less than 12 hours. In addition, one representative from each official campus club or organization shall select a Student Government Representative at the beginning of the school year. The club representative may be a freshman or a sophomore.

Eligibility Requirements

Offices held by students who have attended at least one semester require a 2.5 GPA at the time of election. Club representative positions and at-large representatives and transfer students require a 2.0 GPA at the time of election.

All officers and members serving in the Victoria College Student Government Association (SGA) must maintain a 2.0 GPA each semester. They must be registered for a minimum of 6 hours during the regular semester and 3 hours during the summer session(s) in order to remain an active member of SGA.

In addition to GPA requirements, all officers and representatives must complete a percentage of all hours attempted:

Hours Attempted	Hours Completed
12+	9+
6-11	6+
5	5
4	4
3	3
2	2
1	1

Intramurals

Victoria College offers intramural athletic programs. The intramural program includes basketball, bowling, golf, tennis, flag football, soccer, and volleyball. Intramural sports are organized under the Physical Education Department. Information can be obtained at the Sports Center and the Student Activities Office.

Campus Religious Organizations

The Baptist Student Ministry, Catholic Student Association, Faith Family Ministry, and the United Campus Ministry are organizations offering programs of inspiration and recreation for students.

Special Interest Organizations

The Art Association, Dirt Nerds Club, Film Club, Haven, Latin American Student Organization, Science Club, Sports Club, TRIO, Veterans Association, and Writer's Club are organizations that focus on special interests.

Program Specific Organizations

The following organizations are program specific: PTA Club that represents the Physical Therapy Program; SCOPE (Student Cardiopulmonary Organization Practicing Excellence) represents the Respiratory Program; Student Nurses Association – ADN Program; Student Nurses Association – Vocational Nursing Program (Day and Evening) and the International Society of Automation represents the Instrumentation Program.

Calendar of Events

The Student Activities Director is responsible for the supervision of all student social activities and approval and scheduling of all student activities. A master calendar of events is available in the Student Activities Office in the Student Center.

Postings

Victoria College has various areas that are available to students, faculty, and staff to post relevant information. The following areas are specifically designated for advertising purposes:

- Bulletin boards—Academic Building, Allied Health Building, Language Building, Johnson Hall, Continuing Education Center, Health Sciences Center, Sports Center, Student Center, Student Services Building, Technology Center, and William Wood Building
- Portable bulletin boards—located in various campus areas

Please refer questions regarding posting to the Student Activities Director.

Field Trips

Many college departments and campus organizations sponsor one or more field trips each semester. Field trips give students additional community knowledge, add to the interest in coursework, and allow them to observe applications of principles learned in class.

Field trip forms are located in the Pirate Portal > Faculty Resources menu > Faculty Tools & Resources channel and must be completed and signed by the faculty sponsor. The faculty sponsor provides lists of field trip participants to faculty members whose classes will be missed by participating students.

(Club/Organizations)

Field trip forms for Clubs/Organizations are located in the Pirate Portal > Student Resources menu > Forms & Resources channel > Student Activities & Student Center link or may be obtained in the Student Activities Office. The form must be completed and signed by the advisor(s) of the club/organization and the Student Activities Director.

The Student Activities Director or club advisors will provide a list of field trip participants to faculty members whose classes will be missed by participating students.

Travel Regulations

I. Personal Liability Insurance Requirement

Victoria College recognizes that employees and students occasionally use personal vehicles while engaged in college-related activities on campus and in the local area. All persons who use their vehicles while conducting college business or while traveling to any college-sponsored activity or any registered student organization activity shall, prior to engaging in the above described activities:

- carry appropriate automobile insurance, and
- provide the Vice President of Student Services Office or the Vice President of Instruction Office with a copy of their driver's license and proof of liability insurance.

The College does not provide insurance for student use of personal automobiles. All drivers and passengers must abide by the safety standards.

II. Reimbursement for Costs of Using Personal Vehicles

Mileage costs related to any significant use of personal vehicles to conduct college-related business may be reimbursed upon approval of appropriate divisions or departments.

III. Modes of Transportation

Modes of transporting students shall include, but not be limited to, cars, vans, buses, and airplanes.

IV. Students as Drivers for College-related Activities

A driver who is transporting one or more students of Victoria College to an activity or event that is located more than 25 miles from campus and that is organized or sponsored either by the College or by a student organization registered at the institution must comply with the following requirements:

- a. The student driver must be currently enrolled at Victoria College.
- b. The driver must hold a valid driver's license appropriate for the vehicle to be driven and must provide the Vice President of Student Services' Office or the Vice President of Instruction's Office with a copy of the driver's license and proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.

- c. The driver may not transport students unless he or she has an acceptable driving record.

V. Other Drivers for College-related Activities

A driver who is transporting one or more students of Victoria College to an activity or event that is located more than 25 miles from campus and that is organized or sponsored either by the College or by a student organization registered at the institution must comply with the following requirements:

- a. The driver must hold a valid driver's license appropriate for the vehicle to be driven and must provide the Vice President of Student Services' Office or the Vice President of Instruction's Office with a copy of the driver's license and proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.
- b. The driver may not transport students unless he or she has an acceptable driving record.

VI. Students as Passengers in Motor Vehicles Involved in College-related Activities

a. *Purchase of Personal Injury and Personal Effects Insurance*

Where rental vehicles are used to transport students, the personal injury and personal effects insurance must be purchased as a part of the vehicle rental agreement regardless of the mode of transportation. For student drivers of rental vehicles, all of the above requirements related to student drivers apply.

b. *Student Consent and Release Form*

Each student who travels by motor vehicle (or any form of transportation) to participate in a college-related activity, including but not limited to academically related field trips or courses, competitions or contests, or nonacademic activities, must execute a copy of a Consent and Release Form prior to such activities.

c. *Student Passenger Responsibilities*

Student passengers are responsible for their own safety. Student passengers should arrange transportation that is consistent with their personal expectations regarding safety. At any point during their transport either to or from a college-related activity or registered student organization activity, student

passengers should exercise their own personal judgment regarding the safety of their transport before riding in any vehicle.

VII. Safety Standards for All Drivers

a. All drivers who are transporting one or more enrolled students either to or from any college-related activity, including any registered student organization activity, shall ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. In addition, all relevant laws will be adhered to during the duration of the trip.

b. Drivers of one or more students presently enrolled at Victoria College who are traveling to or from a college-related activity, including a registered student organization activity, shall not drive fatigued or under the influence of any medication or other substance that would impair the driver's ability to drive safely.

c. All drivers are encouraged to read the tips for safe driving, which can be obtained from the offices of either the Student Activities Director or the Vice President of Student Services at Victoria College.

Code of Student Conduct

The Code of Student Conduct is reviewed annually and is updated as required. Updates in the Code of Student Conduct are published annually in the *Victoria College Student Handbook*. Students are subject to the most current Code of Student Conduct as printed in the *Handbook*, which may or may not be identical to the Code in this catalog.

Terms To Know

Individuals entering college for the first time probably will hear a number of words and phrases that are strange to them. These are the terms which apply to college and university activities. They are common to institutions of higher learning throughout the country.

At Victoria College, some of the terms you will need to know immediately are:

Academic Probation: A student who attempts six or more hours in a semester and earns a grade point average (GPA) below 2.0 for that semester is placed on Academic Probation.

Admission: The process of filling out forms, filing documents, and taking tests prior to registering for classes.

Assessment: A test used to determine a student's skill levels in math, English, and reading. The results are used to ensure that students are meeting basic skills before enrolling in college-level courses.

College: When capitalized, the term "College" means Victoria College.

College Official: Includes any person employed by Victoria College while performing assigned administrative or professional responsibilities.

College Premises: Includes all land, buildings, facilities, and other property that is owned, used, or controlled by the College

Course: The organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification usually is awarded, unless the course is designated as Academic Foundations

Course Prerequisite: The preliminary requirement that must be met before a certain course can be taken.

Credit: Measure of the quantity of work in a course, sometimes referred to as an hour.

Curriculum: A group of required courses leading to a degree or certificate; also refers to course offerings of a college as a whole.

Elective: A subject or course which a student may choose to take as distinguished from a required course.

Enforced Withdrawal: A student who has been placed on Academic Probation two consecutive semesters will be placed on Enforced Withdrawal and suspended from the College, preventing their enrollment for one long semester (fall, spring, or both summer sessions).

Grade Point Average: Determined by dividing the total grade points earned by hours attempted. A course in which a grade of W, S, SA, SB, SC, Q, U, or UF is earned will not be counted as hours attempted for the purpose of GPA calculation.

Hold: Refers to the indicator placed on a student's official record, preventing registration and/or issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account.

Installment Plan: A method available to pay tuition and fees. Under the plan, one half of the tuition and fees must be paid at the time of registration. For the fall and spring semesters, the balance is due in two payments. For summer, the balance is due in one payment. During certain early VIP registrations, the College will offer an installment plan that requires one-fourth down and three installment payments. There is a \$20 service fee to use the installment plan.

Major: The specific subject area in which a student determines to devote most effort in college. 24 to 30 semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior and senior year at a 4-year college or university.

Member of the College Community: Includes any person who is a student, visitor, faculty, staff member, College official, or any other person employed by the College.

Minor: A student's secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

Noncredit Courses: Courses that are intended for students who want to learn a new skill for career training, upgrade or recertify existing skills, gain general knowledge, or develop personal interests. Upon completion, students receive a Victoria College Certificate of Completion. Students are not required to apply for admission to the college or take entrance exams for noncredit courses.

Placement Test: See Assessment

Pirate Portal: A secure, personalized gateway where VC students can access important College information, check email, access Blackboard, register for courses, check grades, and more.

Satisfactory Academic Progress (SAP):

SAP is used to define successful completion of coursework to maintain eligibility for student financial aid. Students must maintain established minimum standards in the areas of GPA, completion rate, and maximum time frame to be eligible for Federal Title IV funds.

Semester: An academic term of study of 16 weeks, which is half of a nine month school year. There are also 14-week terms in fall and spring, two 5-week summer terms, 8-week fast track terms in both fall and spring, and a 2-week interim session immediately after the spring semester.

Semester Grade Point Average:

Determined by dividing the total grade points earned by hours attempted. A course in which a grade of W, S, SA, SB, SC, Q, U, or UF is earned will not be counted as hours attempted for the purpose of GPA calculation.

Student: Any person taking any credit or noncredit course(s) offered by the College

Transcript: A copy of a student's academic record.

Transfer Course: Any course offered that is listed in *The Community College General Academic Course Guide Manual*.

Transfer Institution: A college or university to which one may transfer for advanced education or training after attending a community college.

TSI: Texas Success Initiative; legislation requiring assessments in reading, math, and writing before attending public colleges or universities in Texas.

Tuition and Fees: Charges levied for enrolling in classes and for the use of College facilities. See the College catalog and/or semester schedule for additional information.

Tutoring: Free services which provide additional academic assistance for all students.

VC Cumulative Grade Point Average:

Calculated excluding Academic Foundations courses and used for graduation purposes

Associate of Arts Degree-General Studies.....	108
Associate of Science Degree-General Studies.....	109
Academic Transfer.....	110
Victoria College Core Curriculum.....	111

Associate of Arts Degree-General Studies
Associate of Science Degree-General Studies
Academic Transfer

Associate of Arts Degree - General Studies

Associate of Science Degree - General Studies

The Associate of Arts (AA) and Associate of Science (AS) degrees are the foundation of a Bachelor of Arts (BA) or Bachelor of Science (BS) degree. With careful planning, an AA or AS can fulfill the freshman and sophomore requirements for the BA or BS. If you are planning on transferring to a university after completing your AA or AS, please meet with one of VC's academic advisors to create an AA or AS customized to fit the requirements of the university to which you want to transfer.

In addition to meeting transfer requirements, an AA or AS is often an appropriate degree for immediate entry into the workforce. Please meet with an academic advisor to determine the best route to meeting your career goals.

Associate of Arts Degree - General Studies

SUMMER SEMESTER **Credit Hours**
 1SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER	Credit Hours	SPRING SEMESTER	Credit Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II OR	
SPCH (See Core Curriculum*)	3	ENGL 2311 Technical Writing	3
HIST (See Core Curriculum*)	3	Natural Science (See Core Curriculum*)	4
MATH (See Core Curriculum*)	3/4	HIST (See Core Curriculum*)	3
Computer Literacy Elective (See Core Curriculum*)	3	Visual/Performing Arts (See Core Curriculum*)	3
Physical Education	1	Physical Education	1
	16/17		14

SOPHMORE YEAR

FALL SEMESTER	Credit Hours	SPRING SEMESTER	Credit Hours
Additional Literature Course		Humanities (See Core Curriculum*)	3
Choose from ENGL 2322, 2323, 2327 2328, 2332, 2333	3	GOVT 2306 Texas Government	3
Natural Science (See Core Curriculum*)	3/4	Elective	3
GOVT 2305 Federal Government	3	Elective	3
Social/Behavioral Science (See Core Curriculum*)	3	Elective +	2
Elective	3		15/17
	15/16		

*See Core Curriculum – Be sure to choose the specific course(s) required by the university department (major) to which you are planning to transfer.

*A minimum of 62 credit hours are needed for completion. Please see your advisor to determine if these elective hours are needed.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

Associate of Science Degree - General Studies

SUMMER SEMESTER Credit Hours

¹SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER

	Credit Hours
ENGL 1301 Composition I	3
SPCH (See Core Curriculum*)	3
HIST (See Core Curriculum*)	3
MATH (See Core Curriculum*)	3/4
Computer Literacy Elective (See Core Curriculum*)	3
Physical Education	1
	16/17

SPRING SEMESTER

	Credit Hours
ENGL 1302 Composition II OR	
ENGL 2311 Technical Writing	3
Additional MATH Course	
Choose from MATH 1314, 1316, 1324, 1325, 1332, 1342, 2312, 2413, 2414	3/4
HIST (See Core Curriculum*)	3
Visual/Performing Arts (See Core Curriculum*)	3
Physical Education	1
	13/14

SOPHMORE YEAR

FALL SEMESTER

	Credit Hours
Natural Science (See Core Curriculum*)	4
GOVT 2305 Federal Government	3
Social/Behavioral Science (See Core Curriculum*)	3
Elective	3
Elective	3
	16

SPRING SEMESTER

	Credit Hours
Humanities (See Core Curriculum*)	3
GOVT 2306 Texas Government	3
Natural Science (See Core Curriculum*)	3/4
Elective	3
Elective	3
Elective*	2
	15/18

*See Core Curriculum – Be sure to choose the specific course(s) required by the university department (major) to which you are planning to transfer.

*A minimum of 62 credit hours are needed for completion. Please see your advisor to determine if these elective hours are needed.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

Academic Transfer

Liberal arts and sciences courses at VC are designed to transfer to a four-year university and are central to completing an Associate of Arts or Associate of Science degree. Students who earn a degree in general studies at VC and then transfer will have completed all of the core lower division requirements for any public university in Texas.

The following areas of study are popular choices among VC students who plan to transfer to a university.

Art & Design	History
Biology	Interdisciplinary Studies
Business Administration	Mathematics
Chemistry	Music
Computer Science	Physics
Criminal Justice	Pre-Dental/Pre-Medical/Pre-Pharmacy/Pre-Veterinary
Economics	Pre-Law
Engineering	Psychology
English	Sociology
Geography	Spanish
Geology	Speech
Government	

Be sure to visit with one of VC's academic advisors to create a transfer plan customized to fit the requirements of any university you choose.

Victoria College Core Curriculum Courses

Core Component	Core #	Course Selection	Minimum Hours Required
COMMUNICATION			
English	010	Select 2 courses: ENGL 1301, 1302, 2311	6
Speech	011	Select 1 course: SPCH 1315, 1318, 1321	3
MATHEMATICS			
	020	Select 1 course: MATH 1314, 1316, 1324, 1332, 1342, 1350, 1351, 2312, or 2413	3
NATURAL SCIENCES			
	030	Select 2 courses: (Must include at least one laboratory science) BIOL 1322, 1406, 1407, 1408, 1409, 2306, 2401, 2402, 2404, 2420; CHEM 1406, 1411, 1412; ENVR 1301; GEOL 1305, 1403, 1404; PHYS 1315, 1401, 1402, 2425, 2426	7
HUMANITIES / VISUAL AND PERFORMING ARTS			
Humanities	040	Select 1 course: ENGL 2322, 2323, 2327, 2328	3
Visual/Performing Arts	050	Select 1 course: ARTS 1301, 1303, 1304, 1325; DRAM 1310; MUSI 1304, 1306, 1308, 1309, 1310, 1311	3
SOCIAL & BEHAVIORAL SCIENCES			
History	060	HIST 1301, 1302, 2301, 2327, 2328	6
Government	070	GOVT 2305, 2306	6
Social/Behavioral Science	080	Select 1 course: SOCI 1301; PSYC 2301; ECON 2301, 2302; GEOG 1303	3
INSTITUTIONALLY DESIGNATED OPTION			
Computer Literacy	090	COSC 1301 or BCIS 1305	3
	090	Physical Education	2
Total Minimum Hours			45

Programs of Study - Career, Health, and Technical Professions

BUSINESS & TECHNOLOGY

Business Management	116
Computer Information Systems-Networking.....	118
Professional Office Technology	146

HEALTH CAREERS

Medical Laboratory Technology	133
Nursing - Associate Degree	135
Nursing - LVN-ADN Transition	138
Nursing - Vocational	140
Physical Therapist Assistant.....	142
Respiratory Care	150

INDUSTRIAL TRADES

Electronics Technology/Instrumentation	122
Process Technology.....	144
Welding	152

PUBLIC SERVICE

Criminal Justice	119
Emergency Medical Services.....	126
Fire Science.....	129

Division of Career, Health, and Technical Professions

Credit Offerings

Business Management
 Computer Information Systems-Networking
 Criminal Justice
 Electronics Technology
 Emergency Medical Services
 Fire Science
 Instrumentation
 Medical Laboratory Technology
 Nursing (Associate Degree and Vocational)
 Physical Therapist Assistant
 Process Technology
 Professional Office Technology
 Respiratory Care
 Welding

Degrees & Certificates

Two-Year Associate of Applied Science Degrees

Business Management
 Criminal Justice - Law Enforcement
 Electronics Technology/Instrumentation-Electronics Technology Specialization
 Electronics Technology/Instrumentation-Instrumentation Technician Specialization
 Emergency Medical Services
 Fire Science
 Medical Laboratory Technology
 Nursing
 Physical Therapist Assistant
 Process Technology
 Professional Office Technology - Accounting Assistant Specialization
 Professional Office Technology - Administrative Assistant Specialization
 Professional Office Technology - Medical Office Specialization
 Respiratory Care

Certificates (Indicates Level 1 Certificate)*

Basic Peace Officer

Basic Firefighter*

Business Management*

Business Management Skills*

Electronics Technology/Instrumentation-Electronics Technology*

Electronics Technology/Instrumentation-Instrumentation*

Instrumentation/Measurement Technician*

Personal Computer and Local Area Network Technician*

Professional Office Technology*

Vocational Nursing

Welding - Basic*

Welding - Advanced*

Enhanced Skills Certificates

Instrumentation

See Workforce & Continuing Education Section for:

Activity Director

Continuing Nursing Education (POST-RN, LVN)

Emergency Medical Service Professions

Medical Assisting

Medication Aide

Nursing Assistant (Nurse Aide)

NOTE: All programs of study are subject to change. Please refer to the Victoria College website at www.VictoriaCollege.edu for current programs of study.

Business Management

The Business Management Program will prepare the student for a variety of entry-level management positions or entry into business training programs and will provide educational and career mobility for those students already employed in business and/or industry. For more information, please call (361) 582-2553.

BUSINESS MANAGEMENT SKILLS CERTIFICATE

SUMMER SEMESTER		Credit Hours
¹ SDEV	0301 Student Success: OnCourse	0

FIRST SEMESTER

ACNT	1303	Introduction to Accounting OR	
ACCT	2401	Principles of Accounting I	3/4
HRPO	1311	Human Relations	3
[*] BUSI	1301	Business Principles	3
BMGT	1327	Principles of Management	3
BCIS	1305	Business Computer Applications	3

Total Certificate Credit Hours 15/16

Students who successfully complete the courses in the above sequence may apply for a Skills Certificate in Business Management, a Level I Certificate program.

BUSINESS MANAGEMENT CERTIFICATE

SUMMER SEMESTER		Credit Hours
BCIS	1305 Business Computer Applications	3
¹ SDEV	0301 Student Success: OnCourse	0
		3

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours	
ACNT	1303	Introduction to Accounting OR	ENGL	1301	Composition I	3
ACCT	2401	Principles of Accounting I	3/4	BMGT	[*] 1341 Business Ethics	3
HRPO	1311	Human Relations	3	BUSI	1307 Personal Finance	3
BUSI	1301	Business Principles	3		Business Elective	3
MRKG	1311	Principles of Marketing	3		Business Elective	3
BMGT	1327	Principles of Management	3			15
		15/16				

Total Certificate Credit Hours 33 - 34

Students who successfully complete the above program may apply for a Certificate of Completion. This Certificate is a Level I Certificate program.

APPROVED BUSINESS ELECTIVES

ACNT	1311	Introduction to Computerized Accounting (QuickBooks)
ACNT	1329	Payroll and Business Tax Accounting
BUSI	2301	Business Law
BUSG	2309	Small Business Management
POFT	2312	Business Correspondence & Communication

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

^{*} Capstone course

ASSOCIATE OF APPLIED SCIENCE DEGREE-BUSINESS MANAGEMENT**FRESHMAN YEAR**

SUMMER SEMESTER		Credit Hours
BCIS 1305	Business Computer Applications	3
¹ SDEV 0301	Student Success: OnCourse	0
		3

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting OR		ENGL 1301	Composition I	3
ACCT 2401	Principles of Accounting I	3/4	BMGT 1341	Business Ethics	3
HRPO 1311	Human Relations	3	BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3	ACCT 2401	Principles of Accounting I OR	
MRKG 1311	Principles of Marketing	3	ACCT 2402	Principles of Accounting II	4
BMGT 1327	Principles of Management	3	Business Elective		3
		15/16			16

SOPHOMORE YEAR

SUMMER SEMESTER		Credit Hours
PHED 1101	Physical Education	1
	Social/Behavioral Elective from Core Curriculum	3
		4

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
BUSI 2301	Business Law	3	POFT 2312	Business Corresp. and Comm.	3
ENGL 1302	Composition II	3	ECON 2301	Principles of Economics(Macro)OR	
SPCH 1321	Bus. & Prof. Speaking OR		ECON 2302	Principles of Economics(Micro)	3
SPCH 1315	Fund. of Public Speaking	3	+BMGT 2382	Co-Op Education Bus. Mgt.	3
	Humanities/Visual & Performing Arts Elective		Business Elective		3
	from Core Curriculum	3	PHED 1101	Physical Education	1
	Math Elective from Core Curriculum	3			13
		15			

Total Degree Credit Hours 66 - 67**APPROVED ELECTIVES**

ACCT 2402	Principles of Accounting II
ACNT 1311	Introduction to Computerized Accounting (QuickBooks)
ACNT 1329	Payroll & Business Tax Accounting
BUSG 2309	Small Business Management

Students who successfully complete the freshman and sophomore years of the above program may apply for an Associate of Applied Science Degree.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

Computer Information Systems - Networking

This certificate prepares students for a variety of entry-level networking jobs in the information technology field by providing job skills of installation, configuration, and support of a local area network; maintenance of network hardware and software; and monitoring the network to ensure network availability to all system users. The coursework emphasizes hands-on, skill-building labs and provides knowledge necessary to pass industry standard certifications, such as A+, Network+, Server+, MCP (Microsoft Certified Professional), and CCNA (Cisco Certified Network Associate), which lead to greater employment opportunities and benefits. Information about this program can be obtained by calling (361) 572-6467.

PERSONAL COMPUTER AND NETWORK TECHNICIAN CERTIFICATE

SUMMER SEMESTER Credit Hours

¹SDEV 0301 Student Success: OnCourse 0

FALL SEMESTER

Credit Hours

ITSC 1325	PC Hardware & OS (A+)	3
ITNW 1351	Fundamentals of Wireless LANs	3
ITNW 2305	Network Administration (Microsoft)	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSY 2301	Firewalls and Network Security	3
		15

SPRING SEMESTER

Credit Hours

ITSY 2342	Incident Response & Handling	3
ITNW 2312	Routers	3
ITCC 1340	Switching Basics	3
ITSC 2339	PC Help Desk Support	3
+ ITNW 2335	Network Troubleshooting & Support	3
		15

Total Certificate Credit Hours 30

Students who successfully complete the above program may apply for a Certificate of Completion.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

Criminal Justice

The Criminal Justice Program at Victoria College prepares students for a career in the law enforcement field. The Program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and career advancement. Victoria College offers both a Basic Peace Officer Certification Course, as well as an Associate of Applied Science Degree in Criminal Justice.

Program curriculum, course identifications, titles, and descriptions are subject to change with approval of the Texas Higher Education Coordinating Board. For current curriculum or more information, visit www.VictoriaCollege.edu, or contact the Criminal Justice Program Office at (361) 572-6426.

CERTIFICATE: BASIC PEACE OFFICER COURSE

The Certificate Program was developed to prepare students for a career as a Texas Peace Officer. The Victoria College Police Academy meets the curriculum requirements for certification as a Basic Peace Officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Students who successfully complete the program will be eligible to take the TCLEOSE licensing exam.

Admission Requirements

The Police Academy is a selective admission program with a maximum enrollment of 24 students. The following are the minimum requirements to be qualified for admission into the Program.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. Assessment test scores or completed course work that reflect the student has mastered reading and writing skills at the Developmental II level or higher. Contact Advising & Counseling Services for further explanation if necessary.
3. Complete the Police Academy Program application.
4. Satisfactory completion of the physical fitness test, psychological exam, physical exam, and criminal history check.
5. Interview with Director of Public Services Academies.

CERTIFICATE: BASIC PEACE OFFICER COURSE

			Credit Hours
¹ SDEV	0301	Student Success: OnCourse	0
*CJLE	1506	Basic Peace Officer I	5
*CJLE	1512	Basic Peace Officer II	5
*CJLE	1518	Basic Peace Officer III	5
*CJLE	1524	Basic Peace Officer IV	5
CJLE	1132	Physical Fitness for Law Enforcement	1
			21

Total Certificate Credit Hours 21

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

*Required courses for the TCLEOSE licensing exam. All CJLE courses must be successfully completed in the same academy.

ASSOCIATE OF APPLIED SCIENCE DEGREE PLAN

The Associate of Applied Science Degree in Criminal Justice is designed to provide students with foundational skills in law enforcement. The degree also serves law enforcement professionals seeking enhanced skills and a broad spectrum of knowledge in the field of criminal justice.

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog, to include high school and all college transcripts. Contact Admissions & Records Office regarding questions.
2. TSI (Texas Success Initiative) satisfied. Contact Admissions & Records Office regarding questions.
3. Overall GPA of 2.0 or above on all college hours attempted
4. Must meet the requirements for the Basic Peace Officer course.

CRIMINAL JUSTICE - LAW ENFORCEMENT - DEGREE PLAN

PRE SEMESTER	Credit Hours
'SDEV 0301 Student Success: OnCourse	0

FIRST SEMESTER	Credit Hours
CJLE 1506 Basic Peace Officer I	5
CJLE 1512 Basic Peace Officer II	5
CJLE 1518 Basic Peace Officer III	5
CJLE 1524 Basic Peace Officer IV	5
CJLE 1132 Physical Fitness for Law Enforcement	1

SECOND SEMESTER	Credit Hours
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 2313 Correctional Systems & Practices	3
ENGL 1301 Composition I	3
Speech Elective from Core Curriculum	3
Computer Literacy Elective from Core Curriculum	3

THIRD SEMESTER	Credit Hours
CRIJ 2314 Criminal Investigation	3
CRIJ 1310 Fundamentals of Criminal Law	3
ENGL 2311 Technical Writing	3
GOVT 2305 Federal Government	3
MATH elective from Core Curriculum	3

FOURTH SEMESTER	Credit Hours
CRIJ 1306 Court Systems and Practices	3
*CRIJ 2328 Police Systems and Practices	3
DAAC 1317 Basic Counseling Skills	3
GOVT 2306 Texas Government	3
Humanities/Visual & Performing Arts Elective from Core Curriculum	3

Total Degree Credit Hours 66

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Capstone course

WORK/LIFE EXPERIENCE POLICY

The Criminal Justice Program has developed the following mechanism to assist those persons employed in the criminal justice field to satisfy degree requirements for their work/life experience and in-service training.

Students who wish to obtain an Associate of Applied Science Degree in Criminal Justice from Victoria College and are certified peace officers from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) may satisfy degree requirements for Basic Peace Officer courses by meeting the following criteria and paying \$40 per course. (Students must have taken and successfully completed 21 hours of transferable credit from Victoria College prior to receiving credit for the Peace Officer courses.) Director of Public Services Academies approval is required for permission to satisfy degree requirements in this manner.

The prerequisites for work/life and in-service training credit are as follows:

1. The applicant must be currently employed with a criminal justice agency and have at least six months experience, and;
2. The applicant must submit a résumé and all supporting documentation to the program coordinator for evaluation, and;
3. The applicant must secure a letter of verification from the chief administrator of the employing agency attesting to the information contained in the applicant's résumé and supporting documentation regarding the prerequisites and criteria required by this policy, and;
4. The applicant must pay all fees required by the College.

No credit by résumé is applicable until the applicant has earned an equivalent number of hours at Victoria College.

Credit for the following courses may be awarded by résumé under the work/life experience policy:

These courses are required for graduation with an Associate of Applied Science degree in criminal justice from Victoria College.

CJLE	1506	Basic Peace Officer I
CJLE	1512	Basic Peace Officer II
CJLE	1518	Basic Peace Officer III
CJLE	1524	Basic Peace Officer IV
CJLE	1132	Physical Fitness for Law Enforcement

Electronics Technology/Instrumentation

ELECTRONICS TECHNOLOGY SPECIALIZATION

This program of study is designed to provide a certificate of completion or associate degree with the knowledge and skills necessary for a graduate to pursue entry-level positions as an electronics technician. Electronic technicians install, maintain, troubleshoot, repair, and replace electronic equipment to maintain quality products and insure environmental protection, safety, and cost-effective operations. They may work in a variety of industries such as manufacturing, radio & television, medical equipment, research and development, and many others.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information, visit www.VictoriaCollege.edu, contact the Electronics Technology/Instrumentation Program Office at (361) 572-6467, or email Donald.McLain@VictoriaCollege.edu.

CERTIFICATE IN ELECTRONICS TECHNOLOGY

SUMMER SEMESTER **Credit Hours**
 1SDEV 0301 Student Success: OnCourse 0

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
CETT	1325	Digital Fundamentals	3	*CETT	1341	Solid State Circuits	3
CETT	1403	DC Circuits	4	CETT	1349	Digital Systems	3
MATH	1314	College Algebra	3	CETT	1405	AC Circuits	4
COSC	1315	Fundamentals of Programming	3	COSC	1436	Programming Fundamentals I	4
			13				14

Total Certificate Credit Hours 27

ASSOCIATE OF APPLIED SCIENCE DEGREE - ELECTRONICS TECHNOLOGY

SUMMER SEMESTER **Credit Hours**
 1SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
CETT	1325	Digital Fundamentals	3	CETT	1341	Solid State Circuits	3
CETT	1403	DC Circuits	4	CETT	1349	Digital Systems	3
MATH	1314	College Algebra	3	CETT	1405	AC Circuits	4
COSC	1315	Fundamentals of Programming	3	COSC	1436	Programming Fundamentals I	4
ENGL	1301	Composition I	3	MATH	1316	Plane Trigonometry	3
PHED	1101	Physical Education	1				17
			17				

SOPHOMORE YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
PHYS	1401	General College Physics I	4	INTC	2336	Dist Cntrl & Prog Logic	3
INTC	1357	AC/DC Motor Control	3	*CETT	1357	Linear Integrated Circuits	3
CETT	1345	Microprocessors	3	PHED	1101	Physical Education	1
SPCH	1315	Fund. of Public Speaking OR		Social and Behavior Sciences			
SPCH	1321	Business and Professional Speaking	3	Elective from Core Curriculum			3
EECT	1303	Intro to Telecommunications	3	PHYS	1402	General College Physics II	4
			16	Humanities/Visual & Performing Arts			
				Elective from Core Curriculum			3
							17

Total Degree Credit Hours 67

Students who successfully complete the freshman and sophomore years of the above program may apply for an Associate of Applied Science degree.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Capstone course

INSTRUMENTATION SPECIALIZATION

This program of study is designed to provide a certificate of completion or associate degree with the knowledge and skills necessary for a graduate to pursue entry-level positions as an instrumentation technician. Instrumentation and controls technicians install, maintain, troubleshoot, repair, and replace process control equipment to produce quality products and ensure environmental protection, safety, and cost-effective operations. Most instrumentation & control technicians are skilled workers that work five days a week on straight-day shifts. Instrument technicians are employed locally and globally in many types of industries, such as chemical, petrochemical, power generation, manufacturing, hospital/medical equipment, construction, and many others.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu, contact the Electronics Technology/Instrumentation Program Office at (361) 572-6467, or email Donald.McLain@VictoriaCollege.edu.

CERTIFICATE IN INSTRUMENTATION**SUMMER SEMESTER** **Credit Hours**

'SDEV 0301	Student Success: OnCourse	0
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FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
CETT	1325	Digital Fundamentals	3	CETT	1341	Solid State Circuits	3
CETT	1403	DC Circuits	4	CETT	1349	Digital Systems	3
INTC	1343	Application of Industrial Automatic Control	3	CETT	1405	AC Circuits	4
+ INTC	1401	Principles of Industrial Measurements	4	INTC	1355	Unit Operations	3
			14	INTC	2336	Distributed Control & Programmable Logic	3
							16

Total Certificate Credit Hours 30

Students who successfully complete the above courses and all required 0300 level Academic Foundations coursework may apply for a Certificate in Instrumentation Technology.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

⁺ Capstone course

INSTRUMENTATION/MEASUREMENT TECHNICIAN CERTIFICATE**SPRING SEMESTER** **Credit Hours**

'SDEV	0301	Student Success: OnCourse	0
CETT	1325	Digital Fundamentals	3
CETT	1403	DC Circuits	4
PTAC	1302	Introduction to Process Technology	3
			10

SUMMER SEMESTER **Credit Hours**

CETT	1405	AC Circuits	4
INTC	1357	AC/DC Motor Control	3
			7

FALL SEMESTER **Credit Hours**

CETT	1341	Solid State Circuits	3
+ INTC	1401	Principles of Industrial Measurements I	4
INTC	1356	Instrumentation Calibration	3
			10

Total Certificate Credit Hours 27

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

ASSOCIATE OF APPLIED SCIENCE DEGREE - INSTRUMENTATION**SUMMER SEMESTER Credit Hours**

'SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
CETT 1403	DC Circuits	4	CETT 1405	AC Circuits	4		
CETT 1325	Digital Fundamentals	3	CETT 1349	Digital Systems	3		
ENGL 1301	Composition I	3	CETT 1341	Solid State Circuits	3		
MATH 1314	College Algebra	3	INTC 1401	Principles of Industrial Measurements I	4		
PTAC 1302	Intro to Process Technology	3		Humanities/Visual & Performing Arts			
PHED 1101	Physical Education	1		Elective from Core Curriculum	3		
		17					17

SUMMER I and/or II SESSION**Credit Hours**

Speech Elective from Core Curriculum 3

Social and Behavioral Sciences

Elective from Core Curriculum 3

6

SOPHOMORE YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
INTC 1343	Application of Industrial Automatic Control	3	CETT 1357	Linear Integrated Circuits	3		
INTC 1356	Instrumentation Calibration	3	INTC 1355	Unit Operations	3		
CETT 1345	Microprocessors	3	INTC 2330	Instrumentation Systems Troubleshooting	3		
INTC 1357	AC/DC Motor Control	3	+INTC 2336	Distributed Control & Programmable Logic	3		
EECT 1303	Intro to Telecommunications	3	PHYS 1401	General College Physics OR			
PHED 1100	Physical Education	1	PHYS 1410	Elementary Physics	4		
		16					16

Total Degree Credit Hours 72

Students who successfully complete the freshman and sophomore years of the above program may apply for an Associate of Applied Science degree in instrumentation.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

ENHANCED SKILLS COURSES Credit Hours

+INTC 2680 Cooperative Education 6

Students who successfully complete the first year, second year, and INTC 2680 may apply for an Enhanced Skills Certificate.

* Capstone course

Emergency Medical Services

(semester-credit-hour)

The Emergency Medical Service (EMS) Program offers courses that lead to Emergency Medical Technician (EMT) and Paramedic certification, as well as an Associate of Applied Science degree which leads to Paramedic licensure.

Certificate courses are approved by the Texas Department of State Health Services (DSHS), and students completing all requirements are eligible to seek certification, by written examination, from DSHS and the National Registry of EMTs (NREMT). Students taking additional technical and general academic courses may earn an Associate of Applied Science (AAS) Degree in Emergency Medical Services and are eligible to apply for paramedic licensure from the Texas Department of State Health Services.

When minimum entry requirements are met, admission to EMT courses is on a first-come, first-served basis. The Paramedic Certificate Programs have selective admission and require prior application.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu, contact the EMS Program Office at (361) 572-6447, or email Carl.Voskamp@VictoriaCollege.edu.

EMT-BASIC CERTIFICATION (EMSP 1160, 1501, and 2237)

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. Assessment test scores or completed coursework that reflect the student has mastered INRW 0300 and MATH 0301. Contact Advising & Counseling Services for further explanation, if necessary.
3. Completed EMS Program application
4. Interview with program coordinator
5. The interview must be completed and all admission documents must be in the EMS Program Office by July 1 for fall semester admission, November 1 for spring semester admission, and April 1 for summer semester admission. Late applicants will be considered on a space-available basis.
6. Some clinical agencies require criminal background checks and drug screens prior to clinical learning experiences; any student who does not have a clear criminal background check and drug screen may not be able to meet all course objectives.

Prior to enrollment, qualified applicants who have been accepted into the EMT-Basic courses must meet the following requirements:

- a. Two-step TB skin test or chest x-ray
- b. Tetanus-diphtheria toxoid (TD) within the last 10 years
- c. Measles/Mumps/Rubella vaccinations or serological confirmation of immunity
- d. Varicella vaccinations or proof of disease, including serological confirmation of immunity
- e. Three injection hepatitis B vaccination series or serological confirmation of immunity to hepatitis B virus
- f. Basic Life Support for Healthcare Provider certification.
- g. Criminal background check and drug screen conducted by the EMS Program approved provider

EMT-BASIC CERTIFICATION PLAN

			Credit Hours
EMSP	1501	EMT-Basic	5
EMSP	2237	Emergency Procedures	2
EMSP	1160	Clinical, EMT-B	1
¹ SDEV	0301	Student Success: OnCourse	0

Total Certificate Credit Hours 8

Students completing EMSP 1501, 1160, and 2237 with a final grade of C or better are eligible to apply for DSHS and NREMT certification as an EMT-Basic.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

PARAMEDIC CERTIFICATE PROGRAM & ASSOCIATE OF APPLIED SCIENCE DEGREE**Admission Requirements**

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact Admissions & Records Office for questions.
2. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
3. Overall GPA of 2.0 or above on all college hours attempted. Students with less than a 2.0 GPA will be evaluated on an individual basis.
4. Completed Paramedic Program application
5. Validation of current EMT level knowledge by: 1) successful completion of Victoria College's EMT courses within one year of application to the Paramedic Program, 2) pass a NREMT certification exam or CE evaluation within one year of application to the Paramedic Program, or 3) score at least a 70% on the Victoria College EMSP challenge exam within one year of application to the Paramedic Program.
6. Documentation of current EMT certification
7. Official college transcripts indicating a grade of C or better in EMSP 1501, EMSP 1160, EMSP 2237, and HITT 1305. (It is strongly recommended that BIOL 2404 be completed before enrollment in the program.)
8. Interview with program coordinator
9. The interview must be completed and all admission documents must be in the EMS Program office by July 1. Late applicants will be considered on a space-available basis.
10. Some clinical agencies require criminal background checks and drug screens prior to clinical learning experiences; any student who does not have a clear criminal background check and drug screen may not be able to meet all course objectives.

Prior to enrollment, qualified applicants who have been accepted into the Paramedic Program must submit a current BLS for Healthcare Provider card, a completed physical examination form, and must meet the following immunization requirements:

- a. Two-step TB skin test or chest x-ray
- b. Tetanus-diphtheria toxoid (TD) within the last 10 years
- c. Measles/Mumps/Rubella vaccinations or serological confirmation of immunity
- d. Varicella vaccinations or proof of disease, including serological confirmation of immunity
- e. Three injection hepatitis B vaccination series or serological confirmation of immunity to hepatitis B virus.
- f. Basic Life Support for Healthcare Provider certification
- g. Criminal background check and drug screen conducted by the EMS Program approved provider

EMERGENCY MEDICAL SERVICES CERTIFICATE & DEGREE PLANS

PREREQUISITES		Credit Hours
EMSP 1501	EMT-Basic	5
EMSP 2237	Emergency Procedures	2
EMSP 1160	Clinical, EMT-B	1
HITT 1305	Medical Terminology I	3
*SDEV 0301	Student Success: OnCourse	0
		11

*Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

FRESHMAN YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
EMSP 1438	Intro to Advanced Practice	4	EMSP 2444	Cardiology	4
EMSP 1356	Patient Assmnt. & Airway Mgt.	3	EMSP 2434	Medical Emergencies	4
EMSP 1355	Trauma Management	3	EMSP 2330	Special Populations	3
+EMSP 1261	Clinical, Paramedic I	2	EMSP 2262	Clinical, Paramedic II	2
		12			13

SUMMER I and/or II SESSION

	Credit Hours
EMSP 2338 EMS Operations	3
+EMSP 2243 Assessment Based Management	2
+EMSP 2363 Clinical, EMS Capstone	3
	8

Students completing all courses listed above with a final grade of C or better are eligible to apply for a Paramedic Certificate from Victoria College and are eligible to apply for DSHS and NREMT certification as a paramedic.

+EMSP 2243 and 2363 serve as capstone courses in the paramedic program.

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
Computer Literacy Elective from Core Curriculum		3	+EMSP 2352	Emergency Medical Services Research	3
BIOL 2404	Intro. Anatomy & Physiology	4	PSYC 2301	General Psychology OR	
ENGL 1301	Composition I	3	SOCI 1301	Introduction of Sociology	3
SPCH 1315	Fundamentals of Speech OR		ENGL 2311	Technical Writing OR	
SPCH 1321	Business/Professional Speaking	3	ENGL 1302	Composition II	3
		13	Humanities/Visual & Performing Arts Elective from Core Curriculum		3
					12

Total Program Credit Hours 69

+ Capstone course

Students completing the entire curriculum are eligible to apply for an Associate of Applied Science Degree in Emergency Medical Services from Victoria College and are eligible to apply for Paramedic licensure from DSHS.

Fire Science

The Fire Science Program at Victoria College prepares students for a career in the fire service. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and career advancement. Victoria College offers both a Basic Firefighter Certificate, as well as an Associate of Applied Science Degree in Fire Science.

Program curriculum, course identifications, titles, and descriptions are subject to change with approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu/Firefighting, or contact the Fire Science Program Office at (361) 572-6449 or email Kelly.Phelps@VictoriaCollege.edu.

CERTIFICATE: BASIC FIREFIGHTER

The Basic Firefighter Certificate was developed to prepare students for a career as a professional firefighter. Victoria College's Fire Academy meets the curriculum requirements for certification as a Basic Firefighter for the Texas Commission on Fire Protection. Students who successfully complete the program will be eligible to take the Basic Fire Fighter certification exam. Students will also need to complete Emergency Medical Technician (EMT) training in order to achieve a Certificate of Completion in Firefighting from Victoria College.

Admission Requirements

The Basic Fire Academy is a selective admission program with a maximum enrollment of 24 students. The following are the minimum requirements to be qualified for admission into the program.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office for questions.
2. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
3. Complete the Firefighter Program application.
4. Satisfactory completion of the Physical Ability Test and Physical Exam
5. Interview with Director of Public Services Academies
6. The interview must be completed and all admission documents must be in the Fire Science Program Office by August 1. Late applicants will be considered on a space-available basis.

FIREFIGHTER CERTIFICATION PLAN**FALL SEMESTER**

	Credit Hours
¹ SDEV 0301 Student Success: OnCourse	0
*FIRS 1401 Firefighting Certificate I	4
*FIRS 1407 Firefighting Certificate II	4
*FIRS 1413 Firefighting Certificate III	4
*FIRS 1103 Firefighter Agility & Fitness	1
	13

SPRING SEMESTER

	Credit Hours
*FIRS 1319 Firefighting Certificate IV	3
*FIRS 1423 Firefighting Certificate V	4
*FIRS 1329 Firefighting Certificate VI	3
**FIRS 1433 Firefighting Certificate VII	4
*FIRS 1103 Firefighter Agility & Fitness	1
	15

SUMMER SEMESTER

	Credit Hours
EMSP 1501 EMT-Basic	5
EMSP 2237 Emergency Procedures	2
EMSP 1160 Clinical-EMT Basic	1
	8

Total Certificate Credit Hours 36

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Required courses for the Texas Commission on Fire Protection Certification Exam.

+ Upon successful completion of FIRS 1433, a certification exam administered by the Texas Commission on Fire Protection will be taken that serves as a capstone experience.

All FIRS courses must be successfully completed in the same academy.

ASSOCIATE OF APPLIED SCIENCE DEGREE - FIRE SCIENCE

The Associate of Applied Science in Fire Science is modeled on the Fire and Emergency Services Higher Education (FESHE) National Curriculum and is designed to provide students with foundational skills in firefighter safety, building codes, fire prevention, code inspections, firefighting strategy and tactics, and fire behavior. The degree serves fire services professionals seeking enhanced skills and a broad spectrum of knowledge in the field of fire science.

Admission Requirements

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office for questions.
2. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
3. Overall GPA of 2.0 or above on all College hours attempted. Students with less than a 2.0 GPA will be evaluated on an individual basis.
4. Complete Firefighter Program application
5. Satisfactory completion of the Physical Ability Test and Physical Exam
6. Interview with Director of Public Services Academies

ASSOCIATE IN APPLIED SCIENCE DEGREE - FIRE SCIENCE - DEGREE PLAN**FIRST SEMESTER** **Credit Hours**

'SDEV	0301	Student Success: OnCourse	0
FIRT	1301	Fundamentals of Fire Protection	3
FIRS	1401	Firefighter Certification I	4
FIRS	1407	Firefighter Certification II	4
FIRS	1413	Firefighter Certification III	4
FIRS	1103	Firefighter Agility & Fitness	1
			16

SECOND SEMESTER **Credit Hours**

FIRS	1319	Fire Certification IV	3
FIRS	1423	Fire Certification V	4
FIRS	1329	Fire Certification VI	3
FIRS	1433	Firefighter Certification VII	4
FIRS	1103	Firefighter Agility & Fitness	1
			15

SUMMER SEMESTER **Credit Hours**

EMSP	1501	EMT-Basic	5
EMSP	2237	Emergency Procedures	2
EMSP	1160	Clinical-EMT-Basic	1
			8

THIRD SEMESTER **Credit Hours**

ENGL	1301	Composition I	3
FIRT	1329	Building Codes & Construction	3
FIRT	1333	Fire Chemistry I	3
FIRT	1338	Fire Protection Systems	3
		Computer Literacy Elective from Core Curriculum	3
			15

FOURTH SEMESTER **Credit Hours**

FIRT	1307	Fire Prevention Codes & Inspections	3
+FIRT	1319	Firefighter Health & Safety	3
		Social and Behavioral Sciences Elective from Core Curriculum	3
		Speech Elective from Core Curriculum	3
		Humanities/Visual & Perform Arts Elective from Core Curriculum	3
		MATH elective from Core Curriculum	3
			18

Total Degree Credit Hours 72

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ FIRT 1319 is the capstone course in the Associate of Applied Science degree in Fire Science.

Students completing the entire curriculum are eligible for an Associate of Applied Science Degree in Fire Science from Victoria College.

WORK/LIFE EXPERIENCE POLICY

The Fire Science Program has developed the following mechanism to assist those persons in the firefighting field to satisfy degree requirements for their work/life experience and in-service training.

Students who wish to obtain an Associate of Applied Science Degree in Fire Science and are firefighters currently certified by the Texas Commission on Fire Protection may satisfy degree requirements by meeting the following criteria and paying \$40 per course. (Students must have taken and successfully completed 26 hours of transferable credit from Victoria College prior to receiving credit for the Basic Fire Academy courses.) Fire Science Program Coordinator approval is required for permission to satisfy degree requirements in this manner.

The prerequisites for work/life and in-service training credit are as follows:

1. The applicant must be currently employed with a fire department and have at least six months experience, and
2. The applicant must submit a resumé and all supporting documentation to the program coordinator for evaluation, and
3. The applicant must submit a letter from the Chief Administrator of the employing agency attesting to the information contained in the applicant's resumé and supporting documentation, regarding the prerequisites and criteria required by this policy, and
4. The applicant must pay all fees required by the College.

No credit by resume is applicable until the applicant has earned an equivalent number of hours at Victoria College.

Credit for the following courses may be awarded by resumé under the work/life experience policy:

FIRS	1401	Firefighter Certification I	4
FIRS	1407	Firefighter Certification II	4
FIRS	1413	Firefighter Certification III	4
FIRS	1319	Fire Certification IV	3
FIRS	1423	Fire Certification V	4
FIRS	1329	Fire Certification VI	3
FIRS	1433	Firefighter Certification VII	4
FIRT	1307	Fire Prevention Codes & Inspections	3
FIRT	1338	Fire Protection Systems	3
FIRT	1329	Building Codes & Construction	3

Medical Laboratory Technology

Victoria College offers a two-year program in medical laboratory technology (MLT), which leads to an Associate of Applied Science degree. Upon successful completion of the program, the graduate will be eligible to take a National Certification Examination at the MLT level. The MLT Program is accredited by NAACLS (National Accrediting Agency for Clinical Laboratory Science) 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, (773) 714-8880, www.naacls.org.

Admission Requirements

Admission requirements for the MLT Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/MedicalLaboratoryTechnology. The MLT Program is a selective admission program with a limited number of available student slots.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
3. ACT Composite score of 18 or SAT total score of 870. Students who have earned at least 12 credit semester hours on the program of study with a GPA of at least 2.25 or that have high school transcripts demonstrating a strong academic background may have either an ACT of 16 or SAT of 780. College or high school transcripts will be evaluated on an individual basis; ACT scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis.
4. Overall GPA of 2.0 or above on all college hours attempted. Students with less than a 2.0 GPA will be evaluated on an individual basis.
5. The following courses must be completed with a C or better prior to entry in the program: CHEM 1406, ENGL 1301, and a Social/Behavioral Sciences 3 credit hour elective. Student must choose a course from: Victoria College Social & Behavioral Sciences Core Curriculum courses.
6. Complete the MLT application and return to the program chair.
7. Interview with the program chair. Call (361) 572-6455 or (361) 572-6426 to schedule an appointment.
8. Official high school and college transcripts must be on file in the Admissions & Records Office. Transfer students will be accepted on an individual basis.
9. Science courses taken more than five years ago will be considered on an individual basis and may have to be repeated.
10. Selections will be made in early June. Class size is limited. Qualified applicants are ranked based on SAT or ACT scores and non-MLAB courses taken in the curriculum, with the majority of the ranking point value coming from courses the student has already taken that are part of the MLT curriculum. Therefore, it is advantageous for the student to complete as many non-MLAB courses beyond the prerequisites as possible. Students may apply as late as the first of August if openings still exist. Students are encouraged, but not required, to complete immunizations prior to beginning the program. Applicants who have been accepted into the program must submit a completed physical examination form during the first week of class and must meet the program immunization requirements prior to the end of the Fall semester of the first year.
11. Some clinical agencies may require criminal background checks prior to clinical learning experiences; students who do not have clear criminal background checks may not be able to meet all course objectives.

MEDICAL LABORATORY TECHNOLOGY DEGREE PLAN

Prerequisites		Credit Hours
¹ SDEV	0301	Student Success: OnCourse
		0
CHEM	1406	Introductory Chemistry
		4
ENGL	1301	Composition I
		3
² Social/Behavioral	Sciences Elective	
		3
		10

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

² Student must choose a course from Victoria College Social & Behavioral Sciences Core Curriculum courses.

FRESHMAN YEAR

FALL SEMESTER				Credit Hours				SPRING SEMESTER				Credit Hours			
BIOL	2420	Microbiology	4	POFI	1204	Computer Fundamentals	2	MLAB	2401	Clinical Chemistry	4	MLAB	2431	Immunohematology	4
MLAB	1201	Intro to Clinical Lab Science	2	MLAB	2434	Microbiology	4	MLAB	1227	Coagulation	2				
MLAB	1335	Immunology/Serology	3												
MLAB	1415	Hematology	4												
			13												16

SUMMER SEMESTER

		Credit Hours
MLAB	1311	Urinalysis & Body Fluids
		3
MLAB	1231	Parasitology/Mycology
		2
		5

SOPHOMORE YEAR

FALL SEMESTER				Credit Hours				SPRING SEMESTER				Credit Hours			
BIOL	2404	Intro Anatomy & Phys	4	*Humanities or Fine Arts Elective				3							
PHED	1101	Physical Education	1	MATH	1314	College Algebra OR									
MLAB	2371	Advanced Topics I	3	MATH	1332	College Mathematics	3								
MLAB	2460	Clinical I-Clinical/Medical		PHED	1101	Physical Education	1								
		Laboratory Technician	4	*MLAB	2372	Advanced Topics II	3								
			12	MLAB	2461	Clinical II-Clinical/Medical									
						Laboratory Technician	4								
							14								

Total Program Credit Hours 70

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses.

* Capstone course

Nursing - Associate Degree

(Generic Student Curriculum)

Victoria College offers a two-year Associate of Applied Science degree in nursing. Upon successful completion of the program, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify the graduate for licensure as a registered nurse.

The Associate Degree Nursing (ADN) Program is fully approved by the Texas Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or call (404) 975-5000.

Admission Requirements

Admission requirements for the ADN Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/ProfessionalNursing. The ADN Program is a selective admission program with a limited number of available student slots each semester.

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documentation as stated below is in the ADN Office by June 1 for fall admission and by September 1 for spring admission.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. Completed student ADN Program application dated within the last year
3. ACT Composite score of 18 or SAT total score of 870. Students who have earned at least 12 semester credit hours on the program of study with a GPA of at least 2.25 may have either an ACT of 16 or SAT of 780. (ACT scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis.)
4. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
5. A grade of C or better by June 1 for fall applicants or by September 1 for spring applicants in each of the following prerequisite courses:
BIOL 2401 PSYC 2301 CHEM 1406 HITT 1211 or POFI 1204
6. Official college transcripts from all colleges or universities attended on file in Associate Degree Nursing Office
7. Overall GPA of 2.0 or above on all college hours attempted and GPA 2.15 on the ADN program of study
8. A clear Texas Board of Nursing Criminal Background Check (CBC) must be on file in the ADN Office by June 1 for fall applicants or by September 1 for spring applicants. The procedure to complete this requirement will be mailed to prospective students once their ADN application has been received.
9. ADN Program Counseling Interview required no more than one year prior to program admission. Call (361) 572-6435 for more information.
10. Submit completed VC Record of Immunization form. All immunizations, including Hepatitis B series, or proof of serological immunity must be completed by application deadline.
11. **Prior to enrollment** qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card (American Heart Association is required) and a completed physical examination form.

Please note: Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated.

Transfer Students Admission Procedures

1. Transfer students are considered on a space-available basis.
2. Students who have successfully completed nursing courses at other accredited schools are evaluated on an individual basis by the chair of the ADN Program to determine their entry level in the Victoria College ADN Program.
3. The transfer student must furnish a copy of each nursing course syllabus with course description to the ADN chair so each course can be evaluated.
4. Transfer students must meet the same admission and progression criteria as Victoria College students.
5. Completing at least the last semester of the sophomore year at Victoria College is necessary to meet the requirements for graduation.
6. It is the responsibility of the applicant to furnish all necessary documentation to the ADN Office at least two months prior to the semester the student is seeking entry.
7. Prior to enrollment, qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card and a completed physical examination form, and they must meet the immunization requirements.

GENERIC STUDENT CURRICULUM/TECH-PREP PLAN

Prerequisites			Credit Hours
BIOL	2401	Human Anatomy & Physiology I	4
¹ POFI	1204	Computer Fundamentals	2
PSYC	2301	General Psychology	3
CHEM	1406	Introductory Chemistry	4
² SDEV	0301	Student Success: OnCourse	0
			13

¹ Higher level Computer Science courses may be substituted for this course

² Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

³LEVEL I

SEMESTER I			Credit Hours
RNSG	1219	Integrated Nursing Skills I	2
RNSG	1423	Intro to Professional Nursing for Integrated Programs	4
RNSG	1260	Clinical I—Registered Nursing/Registered Nurse	2
HPRS	2200	Pharmacology for Health Professions	2
BIOL	2402	Human Anatomy & Physiology II	4
PSYC	2314	Human Growth & Development	3
			17

³ Students who successfully complete RNSG 1219 with a C or better and RNSG 1260 with an S may apply for a Nurse Aid Certificate of Completion and are eligible to take the exam to become a Certified Nurse Aide/Home Health Aide.

LEVEL II

SEMESTER II			Credit Hours
RNSG	2504	Integrated Care of the Client with Common Health Needs	5
RNSG	2461	Clinical II—Registered Nursing/Registered Nurse	4
BIOL	2420	Microbiology	4
PHED	1101	Physical Education	1
			14

⁴Summer Optional Transfer into VN Program for Summer

VNSG	1119	Professional Development	1
VNSG	1138	Mental Illness	1
VNSG	1332	Medical Surgical Nursing II	3
VNSG	2463	Clinical – Licensed Vocational Nurse (LVN) Training	4
			9

⁴Students who successfully complete these courses are eligible to take the NCLEX-PN exam.

LEVEL III

SEMESTER III			Credit Hours
RNSG	2514	Integrated Care of the Client with Complex Health Needs	5
RNSG	2462	Clinical III—Registered Nursing/Registered Nurse	4
ENGL	1301	Composition I	3
SOCI	1301	Introduction to Sociology	3
			15

LEVEL IV

SEMESTER IV			Credit Hours
*RNSG	2535	Integrated Client Care Management	5
*RNSG	2463	Clinical IV—Registered Nursing/Registered Nurse	4
PHED	1101	Physical Education	1
*Humanities/Visual and Performing Arts			3
			13

Total Program Credit Hours 72

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during the semester designated on the degree plan or before.

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses. Contact Advising & Counseling Services or program chair for specific course considerations.

*Capstone courses

Due to the continual change in clinical facilities, some evening clinical learning experiences may be required in some semesters.

Nursing-Associate Degree (LVN-ADN Transition Program)

Victoria College offers LVN transition courses. Upon successful completion of RNSG 1327 and RNSG 1261, 12 hours equivalency credit for RNSG 1423, RNSG 1260, RNSG 1219 and RNSG 2461 will be granted. Upon successful completion of the program, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify the graduate for licensure as a registered nurse.

The Associate Degree Nursing Program is fully approved by the Texas Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, or call (404) 975-5000.

Admission Requirements

Admission requirements for the Associate Degree Nursing (ADN) Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/ProfessionalNursing. The ADN Program is a selective admission program with a limited number of available student slots each semester.

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documentation as stated below are in the Associate Degree Nursing (ADN) Office by March 1 for summer admission.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. Completed student ADN Program application dated within the last year.
3. ACT Composite score of 18 or SAT total score of 870. Students who have earned at least 12 semester credit hours on the program of study with a GPA of at least 2.25 may have either an ACT of 16 or SAT of 780. (ACT scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis.)
4. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
5. A grade of C or better by March 1 for summer applicants in each of the following prerequisite courses:
BIOL 2401 PSYC 2301 CHEM 1406 HITT 1211 or POFI 1204
6. Official college transcripts from all colleges or universities attended on file in Associate Degree Nursing Office
7. Overall GPA of 2.0 or above on all college hours attempted and, effective March 2013, GPA 2.15 on the ADN program of study
8. A clear Texas Board of Nursing Criminal Background Check (CBC) must be on file in the ADN Office by March 1 for summer applicants. The procedure to complete this requirement will be mailed to prospective students once their ADN application has been received.
9. Graduation from an accredited VN Program and current unencumbered Texas LVN licensure
10. At least one year work experience providing direct patient care
11. ADN Program Counseling Interview required no more than one year prior to program admission. Call (361) 572-6435 for more information.
12. Submit completed VC Record of Immunization form. All immunizations, including Hepatitis B series, or proof of serological immunity must be completed by application deadline.
13. **Prior to enrollment** qualified applicants who have been accepted into the ADN Program must submit a current CPR Health Care Provider card (American Heart Association is required) and a completed physical examination form.

Please note: Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated.

Due to the continual change in clinical facilities, some evening clinical learning experiences may be required in some semesters.

LVN TRANSITION CURRICULUM

Prerequisites			Credit Hours
CHEM	1406	Introductory Chemistry	4
BIOL	2401	Human Anatomy and Physiology I	4
¹ POFI	1204	Computer Fundamentals	2
PSYC	2301	General Psychology	3
² SDEV	0301	Student Success: OnCourse	0
			13

¹ Higher level Computer Science courses may be substituted for this course

² Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

SEMESTER I			Credit Hours
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	1261	Clinical Transition–Registered Nursing/Registered Nurse	2
BIOL	2402	Human Anatomy & Physiology II	4
PSYC	2314	Human Growth & Development	3
BIOL	2420	Microbiology	4
HPRS	2200	Pharmacology for Health Professions	2
			18

Upon successful completion of RNSG 1327 and RNSG 1261, 12 hours equivalency credit for RNSG 1423, RNSG 1260, RNSG 1219 and RNSG 2461 will be granted.

SEMESTER II			Credit Hours
RNSG	2514	Integrated Care of the Client with Complex Health Needs	5
RNSG	2462	Clinical–Registered Nursing/Registered Nurse	4
ENGL	1301	Composition I	3
SOCI	1301	Introduction to Sociology	3
PHED	1101	Physical Education	1
			16

SEMESTER III			Credit Hours
*RNSG	2535	Integrated Client Care Management	5
*RNSG	2463	Clinical–Registered Nursing/Registered Nurse	4
*Humanities/Visual and Performing Arts			3
PHED	1101	Physical Education	1
			13

Total Program Credit Hours 72

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses. Contact Advising & Counseling Services or program chair for specific course considerations.

* Capstone courses

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during the semester designated on the degree plan or before. For further information and program application forms, contact Advising & Counseling Services or the ADN Office.

Nursing-Vocational

Victoria College offers a 12-month certificate program in vocational nursing in Cuero, Gonzales, Hallettsville, and Victoria. The program of study is designed to enable students to acquire knowledge, skills, and competencies related to enhancing the health and well-being of individuals. Vocational nursing graduates are prepared to function as members of the health care team under the supervision of registered nurses and physicians in varied health care settings. Completion of the program entitles the learner to apply to take the National Licensure Exam for Practical Nurses (NCLEX-PN). The Vocational Nursing Program is fully approved by the Texas Board of Nursing.

Admission Requirements

Admission requirements for the Vocational Nursing (VN) Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/VocationalNursing. The VN Program is a selective admission program with a limited number of available student slots at each location.

The following are required for enrollment in the Vocational Nursing Program:

1. All materials needed to document that the applicant meets the admission criteria must be received by Victoria College by June 1 of the year in which the applicant is seeking admission.
2. Complete the Licensure Eligibility Requirement form and submit it to the VN Program Office. This form will not be accepted after May 1 for fall admission. It can take up to six weeks or longer for the Texas Board of Nursing (BON) to complete this process. Without resolution of all licensure eligibility issues including a clear criminal background check (CBC), applicant is not eligible for admission to the Vocational Nursing Program. **Once applicants have received a completed, clear CBC result from the BON, it is their responsibility to submit the original document to the program office by June 1. (Faxed or scanned copies will not be accepted.)**
3. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
4. Official copies of transcripts for other post-secondary educational programs must be in the Vocational Nursing Program office and the Victoria College Admissions & Records Office by June 1.
5. TSI (Texas Success Initiative) must be satisfied. Please contact Advising & Counseling Services and the Admissions & Records Office to validate TSI status.
6. Qualifying score on Diagnostic Entrance Test (DET) must be documented in Vocational Nursing Program Office. Qualifying score is valid for two years from the testing date.
7. Completion of Vocational Nursing Program application (dated within the last year) and Victoria College student application forms (www.VictoriaCollege.edu/GettingStarted).
8. Submit completed Victoria College Record of Immunization form. Hepatitis B series must be completed or in progress on or before March 1 of the current year or earlier OR proof of serologic immunity.
9. Applicants who have earned less than 13 hours of college credit must complete EDUC 1300 or SDEV 0301 with a C or better to be eligible for admission. Documentation of meeting this criteria must be in the VN Program Office by June 1.

READMISSION, TRANSFER, and TRANSFER FROM ADN TO LVN

Students can join the current VN class on a space-available basis by readmission, transfer within, transfer from ADN to VN, or transfer from outside. However, students can only be admitted into the VN Program twice. Preference will be given as follows:

1. READMISSION OF PREVIOUSLY ENROLLED VICTORIA COLLEGE VN STUDENTS

Students' coursework and clinical performance will be evaluated by the program coordinator, and an individual course schedule will be developed. Readmission students will be selected based on skills assessment, GPA, and any special circumstances involved in a student's withdrawal/dismissal from the program. Readmission must occur within three years of a prior admission.

2. TRANSFER WITHIN VICTORIA COLLEGE SYSTEM

The student may seek transfer within the Victoria College Vocational Nursing system at the end of any semester of study by contacting the coordinator of each program involved one month prior to the end of the semester. Transfer students will be selected based on skills assessment and GPA.

3. TRANSFER FROM ADN TO LVN

ADN students who desire to transfer into the VN Program in the spring or the summer must submit a request for transfer to the VN Program coordinator. ADN transfer students will be selected based on skills assessment, GPA, and any unusual circumstance related to the student's progress in the ADN Program.

4. TRANSFER FROM OUTSIDE VICTORIA COLLEGE VOCATIONAL NURSING SYSTEM

Students who have successfully completed nursing courses at an approved school in good standing with the Texas Board of Nursing are evaluated on an individual basis by the VC Vocational Nursing Program Coordinator, Program Chair and Director of Nursing to determine their entry level into the Victoria College Vocational Nursing Program. Transfer students must meet the admission, progression, and graduation requirements of Victoria College.

VOCATIONAL NURSING CURRICULUM

Prerequisite		Credit Hours
¹ SDEV	0301	Student Success: OnCourse 0
BIOL	2404	Intro Anatomy & Phys 4

FALL SEMESTER*			Credit Hours	SPRING SEMESTER*			Credit Hours
VNSG	1116	Nutrition	1	VNSG	1330	Maternal-Neonatal Nursing	3
VNSG	1227	Essentials of Medication Administration	2	VNSG	1231	Pharmacology	2
VNSG	1304	Foundations of Nursing	3	VNSG	1334	Pediatrics	3
VNSG	1360	Foundations of Nursing	3	VNSG	1329	Medical Surgical Nursing I	3
		Clinical-Licensed Practical/ Licensed Vocational Nurse Training	3	VNSG	2331	Advanced Nursing Skills	3
VNSG	1270	Intro to Medical Surgical Nursing	2	VNSG	2360	Clinical - Licensed Practical/ Licensed Vocational Nurse Training	3
VNSG	1423	Basic Nursing Skills	4				17
			15				

SUMMER SESSION			Credit Hours
VNSG	1138	Mental Illness	1
VNSG	1119	Leadership and Professional Development	1
VNSG	1332	Medical Surgical Nursing II	3
+VNSG	2463	Clinical-Licensed Practical/ Licensed Vocational Nurse Training	4
			9

Total Program Credit Hours 45

To assure quality clinical learning experiences for all students, some evening clinical experiences may be required.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Completion of the fall semester of the program entitles the student to a Nursing Assistant (Aide) Program Certificate of Completion and to apply to take the Texas Nurse Aide Competency Evaluation Program Exams. For the student who is a Certified Nurse Aide, completion of the spring semester allows the student to apply for the Texas Medication Aide Certification Exam.

+Capstone course

Physical Therapist Assistant Program

Victoria College offers a two-year program in physical therapist assisting, which leads to an Associate of Applied Science degree. The program of study is designed to enable students to acquire knowledge, skills, and competencies related to restoring function and well-being of individuals. Physical therapist assistants are prepared to function as members of the health care team. Upon successful completion of the program, the graduate will be eligible to take the National Physical Therapist Assistant licensing examination.

Victoria College's Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314, accreditation@apta.org; (703) 684-2782 or (703) 684-3245).

Admission Requirements

Admission requirements for the Physical Therapist Assistant (PTA) Program differ from general admission to Victoria College. Additional information may be found at www.VictoriaCollege.edu/PhysicalTherapistAssistant. The PTA Program is a selective admission program with a limited number of available student slots.

1. The student must meet the admission requirements and complete the general admission application for Victoria College as stated in the current college catalog.
2. Complete the PTA Program application by June 1 for fall admission.
3. Complete 30 hours of observation, volunteer work, or work experience in the field of physical therapy. These hours must be a combination of at least two different settings in physical therapy (i.e. inpatient, outpatient, rehabilitation clinic, skilled nursing facility, home health, or pediatric). These hours must be documented on the form provided in the application (application forms can be obtained online at www.VictoriaCollege.edu/PhysicalTherapistAssistant or from the PTA Program Office).
4. Overall GPA of 2.0 or better on all college hours attempted. Official college transcripts on file in the Admissions & Records Office and submitted with PTA Program application.
5. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation, if necessary.
6. ACT score of 18 or SAT score of 870. Students who have earned at least 12 hours credit in the program of study with a GPA of at least 2.25 may have either an ACT of 16 or SAT of 780.
7. Prerequisite courses must be taken within five years of application. Courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated. A grade of C or better is required in the following courses.

BIOL 2404	HITT 1305	ENGL 1301	MATH 1314 or MATH 1332
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8. Transfer students will be accepted on an individual basis.
9. Official college transcripts must be turned in to the Admission & Records Office from all colleges and universities attended, AND another copy must be included in the application packet to the PTA Program. Students should make sure they are the most current transcripts. All prerequisites must be verified with official transcripts indicating the course has been completed with a grade of C or better.
10. Some clinical agencies may require criminal background checks and/or drug testing prior to clinical learning experiences; students who do not have clear criminal background checks or negative drug tests may not be able to meet all course objectives.
11. **Prior to enrollment** qualified applicants who have been accepted into the PTA Program must submit a current CPR Health Care Provider card, a completed physical examination form, and must meet the program immunization requirements.

PHYSICAL THERAPIST ASSISTANT DEGREE PLAN

Program Prerequisites			Credit Hours
HITT	1305	Medical Terminology	3
BIOL	2404	Intro to Anatomy/Physiology	4
ENGL	1301	Composition I	3
MATH	1314	College Algebra OR	
MATH	1332	College Mathematics	3
¹ SDEV	0301	Student Success: OnCourse	0
			13

FRESHMAN YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
PTHA	1201	Profession of PT	2	PTHA	1431	Physical Agents	4
PTHA	1413	Functional Anatomy	4	PTHA	2409	Therapeutic Exercise	4
PTHA	1305	Basic Patient Care Skills	3	PSYC	2301	General Psychology	3
PTHA	1321	Pathophysiology	3	PTHA	1160	Clinical I–	
PTHA	2201	Essentials of Data Collection 2	14			Physical Therapist Assistant	1
				PTHA	2435	Rehabilitation Techniques	4
							16

SOPHOMORE YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
PTHA	2531	Management of Neurological Disorders	5	PTHA	2663	Clinical III – Physical Therapist Assistant	6
PHED	PE	Activity Course	1	PTHA	2339	Professional Issues	3
PSYC	2314	Human Growth and Development	3	*Humanities/Visual & Performing Arts Elective			3
SPCH	1318	Interpersonal Communications	3	PHED	PE	Activity Course	1
PTHA	1262	Clinical II– Physical Therapist Assistant	2				13
			14				

Total Program Credit Hours 70

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

* Students must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses.

Process Technology

The Process Technology Program at Victoria College prepares students for a career as a process technician or operator. Process technicians are trained to operate, analyze, and troubleshoot industrial processes in order to produce products safely and efficiently. They gather information using instruments that monitor process conditions such as pressure, temperature, level, and flow rates. They operate various types of mechanical equipment, such as pumps, valves, and compressors, and apply quality principles to produce products that meet customer specifications.

Process technicians may work both indoors and outdoors alongside chemical engineers, maintenance personnel, and other professionals. They will be expected to use their knowledge of computers, math, physics, and chemistry to monitor and troubleshoot plant operations. Strong communication skills are also required, as well as the ability to write, give oral presentations, and exercise effective listening skills in order to succeed as a process technician.

Upon successful completion of the Process Technology Program, students will receive an Associates of Applied Science degree and be prepared to work as a process technician in any of the various local industries, including petrochemical plants and refineries, oil and gas production, and power generation.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu/ProcessTechnology, call (361) 582-2526 or email Anita.Brunsting@VictoriaCollege.edu.

FRESHMAN YEAR

SUMMER SEMESTER Credit Hours

¹SDEV 0301 Student Success: OnCourse 0

FALL SEMESTER

Credit Hours

²PTAC 1302 Intro to Process Technology 3

³PTAC 1308 Safety, Health, and Environment I 3

MATH Elective from Core Curriculum 3

Computer Literacy Elective from Core Curriculum 3

²CETT 1307 Fundamentals of Electronics 3

PHED 1101 Physical Education 1

16

SPRING SEMESTER

Credit Hours

PTAC 1432 Process Instrumentation I 4

PTAC 1410 Process Tech I - Equipment 4

PTAC 2348 Safety, Health, and Environment II 3

CHEM 1406 Introductory Chemistry 4

PHED 1101 Physical Education 1

16

SUMMER I and/or II SESSION

Credit Hours

HRPO 1311 Human Relations 3

Humanities/Visual Performing Arts Elective from Core Curriculum 3

6

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

² Completion of Texas Success Initiative Math section is required

³ Completion of Texas Success Initiative Reading and Writing sections required

SOPHOMORE YEAR

FALL SEMESTER			Credit Hours	SPRING SEMESTER			Credit Hours
⁴ PTAC	2314	Quality	3	PTAC	1354	Industrial Processes or	
PTAC	2420	Process Technology II - Systems	4	CTEC	2680	Coop: Chemical Tech	3
PHYS	1401	General College Physics OR		PTAC	2438	Process Technology III- Operations	4
	PHYS	1410 Elementary Physics	4	+ PTAC	2446	Process Troubleshooting	4
ENGL	1301	Composition I	3	ENGL	1302	Composition II OR	
SPCH	1315	Fund. of Public Speaking OR		ENGL	2311	Technical Writing	3
	SPCH	1321 Business & Professional Speaking	3			Social and Behavior Sciences	
			17			Elective from Core Curriculum	3
							17
Total Degree Credit Hours							72

⁴ Completion of Texas Success Initiative Reading and Math sections required

+ Capstone course

Professional Office Technology

The Professional Office Technology Program at Victoria College is designed for individuals who are seeking entry-level office administration positions, as well as for those already working in office administration who desire enhanced skills. A two-year Associate of Applied Science degree in Professional Office Technology is available with a choice of specialization: Medical Office, Administrative Assistant, and Accounting Assistant. Basic core classes are taken with additional hours within the desired specialization. A one-year Professional Office Technology certificate concentrating on general office skills is also available.

Students who successfully complete this program may seek job opportunities as a receptionist, word processor, secretary, administrative assistant, bookkeeper, accounting clerk, or a variety of additional office administration positions which are based on the various specializations. Information on this program may be obtained by calling (361) 582-2579.

PROFESSIONAL OFFICE TECHNOLOGY CERTIFICATE

SUMMER SEMESTER Credit Hours

¹SDEV 0301 Student Success: OnCourse 0

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours		
ENGL	1301	Composition I	3	POFI	2301	Word Processing	3
ACNT	1303	Intro to Accounting	3	POFT	1319	Records & Info Mgmt	3
BUSI	1301	Business Principles	3	+POFT	2312	Business Corresp & Comm I	3
HRPO	1311	Human Relations	3	ACNT	1329	Payroll & Business Tax	
BCIS	1305	Business Computer App. OR				Accounting OR	
	POFI	1204	Computer Fundamentals OR	ACNT	1311	Introduction to	
	COSC	1301	Intro to Computing			Computerized Accounting	3
			2/3				12
			14/15				

Total Certificate Credit Hours 26/27

¹Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

+ Capstone course

**ASSOCIATE OF APPLIED SCIENCE DEGREE- PROFESSIONAL OFFICE TECHNOLOGY
ACCOUNTING ASSISTANT SPECIALIZATION**

SUMMER SEMESTER **Credit Hours**
 †SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
ENGL 1301	Composition I	3	POFI 2301	Word Processing	3
ACNT 1303	Intro to Accounting	3	Mathematics Elective from Core Curriculum		3
HRPO 1311	Human Relations	3	POFT 2312	Business Corresp & Comm I	3
PHED 1166	First Aid	1	*ACNT 1329	Payroll & Business Tax	
*BUSI 1301	Business Principles	3	Accounting		3
*BCIS 1305	Business Computer App. OR		Speech Elective from Core Curriculum		3
POFI 1204	Computer Fundamentals OR				15
COSC 1301	Intro to Computing	2/3			
		15/16			

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
POFI 1349	Spreadsheets	3	POFT 1319	Records & Info Mgmt	3
Humanities/Visual & Perform Arts			*POFT 2331	Administrative Systems	3
Elective from Core Curriculum		3	BMGT 1341	Business Ethics	3
POFT 1328	Business Presentations	3	Social & Behavioral Science		
*POFT 2321	Machine Transcription	3	Elective from Core Curriculum		3
*ACCT 2401	Principles of Accounting I –		*ACNT 1311	Intro to Computerized	
Financial		4	Accounting		3
		16			15

Total Degree Credit Hours 61/62

†Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

*Specialization courses for this degree

+ Capstone course

**ASSOCIATE OF APPLIED SCIENCE DEGREE- PROFESSIONAL OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT SPECIALIZATION**

SUMMER SEMESTER Credit Hours

¹SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
ENGL 1301	Composition I	3	POFI 2301	Word Processing	3
ACNT 1303	Intro to Accounting	3	Mathematics Elective from Core Curriculum		3
HRPO 1311	Human Relations	3	POFT 2312	Business Corresp & Comm I	3
PHED 1166	First Aid	1	*ACNT 1329	Payroll & Business Tax	
*BUSI 1301	Business Principles	3	Accounting		3
*BCIS 1305	Business Computer App. OR		Speech Elective from Core Curriculum		3
POFI 1204	Computer Fundamentals OR				15
COSC 1301	Intro to Computing	2/3			
		15/16			

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
POFI 1349	Spreadsheets	3	POFT 1319	Records & Info Mgmt	3
Humanities/Visual & Perform Arts			*POFT 2331	Administrative Systems	3
Elective from Core Curriculum		3	BMGT 1341	Business Ethics	3
POFT 1328	Business Presentations	3	Social & Behavioral Science		
*MRKG 1311	Principles of Marketing	3	Elective Core Curriculum		3
*POFT 2321	Machine Transcription	3	*POFI 2331	Desktop Publishing	3
		15			15

Total Degree Credit Hours 60/61

¹Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

*Specialization courses for this degree.

* Capstone course

**ASSOCIATE OF APPLIED SCIENCE DEGREE- PROFESSIONAL OFFICE TECHNOLOGY
MEDICAL OFFICE SPECIALIZATION**

SUMMER SEMESTER Credit Hours

¹SDEV 0301 Student Success: OnCourse 0

FRESHMAN YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
ENGL 1301	Composition I	3	POFI 2301	Word Processing	3
ACNT 1303	Intro to Accounting	3	Mathematics Elective from Core Curriculum		3
HRPO 1311	Human Relations	3	POFT 2312	Business Corresp & Comm I	3
PHED 1166	First Aid	1	Speech Elective from Core Curriculum		3
*HITT 1305	Medical Terminology	3	*POFM 1300	Basic Medical Coding	3
*BCIS 1305	Business Computer App. OR				15
POFI 1204	Computer Fundamentals OR				
COSC 1301	Intro to Computing	2/3			
		15/16			

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours
POFI 1349	Spreadsheets	3	POFT 1319	Records & Info Mgmt	3
Humanities/Visual & Perform Arts			+ POFT 2331	Administrative Systems	3
Elective from Core Curriculum		3	BMGT 1341	Business Ethics	3
POFT 1328	Business Presentations	3	Social & Behavioral Science		
*POFT 2321	Machine Transcription	3	Elective Core Curriculum		3
*POFM 2310	Intermediate Medical		*HITT 2340	Advanced Medical Billing	3
Coding		3	and Reimbursement		3
		15			15

Total Degree Credit Hours 60/61

¹Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

*Specialization courses for this degree.

+ Capstone course

Respiratory Care Program

Victoria College offers a two-year associate degree program in respiratory care. Upon successful completion of the AAS degree program, the graduate will be eligible to take a series of national board exams to become a registered respiratory therapist (RRT).

Victoria College's Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835 (www.coarc.com).

Admission Requirements

Applicants must meet special entrance requirements and complete a department application. For more information about the program and course schedule assistance, contact the program chair. Additional information may be found at www.VictoriaCollege.edu/RespiratoryCare.

1. The student must meet the admission requirements for Victoria College as stated in the current college catalog. Contact the Admissions & Records Office.
2. Complete general admission application as required by the Admissions & Records Office.
3. Complete the Respiratory Care Program application by May 15 for fall admission. Three letters of recommendation must be included with application.
4. An ACT composite of 18 is required, SAT scores of 870. Students who have earned at least 12 credit semester hours on the program of study with a GPA of 2.25 or greater may have an ACT composite of 16 or SAT score of 780. (ACT Scores before October 1989 and SAT scores before April 1995 will be considered on an individual basis)
5. TSI (Texas Success Initiative) satisfied. Contact Advising & Counseling Services for further explanation if necessary.
6. Overall GPA of 2.25 or above on all college hours attempted. Students with less than a 2.25 GPA will be evaluated on an individual basis.
7. The following courses **must** be completed with a grade of C or better prior to enrolling in the program:
 - ENGL 1301 Composition I
 - PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology
 - BIOL 2404 Intro to Anatomy & Physiology or BIOL 2401 and BIOL 2402
 - PHE 1101 Physical Education

Students are **strongly recommended** to complete BIOL 2420-Microbiology, PHE 1101-Physical Education, and Humanities/Visual and Performing Arts elective before enrolling in the program.
8. Official high school and college transcripts on file in the Admissions & Records Office and Respiratory Care Department.
9. Interview with program chair. Submit a one-page typewritten essay as to why you should be considered for acceptance into the Respiratory Care Program.
10. It is the responsibility of the applicant to furnish all necessary documentation to the Respiratory Care Department (including the interview) by May 15 for fall admission. Late applicants are considered if spaces are available.
11. Transfer students will be accepted on an individual basis.
12. Previous respiratory care students who received a certificate from Victoria College and are currently registered therapists may receive equivalency credit toward an AAS degree. See program chair for specific procedure.
13. Science courses taken more than five years ago will be evaluated on an individual basis and may have to be repeated.
14. It is strongly recommended that students possess basic computer literacy skills upon admission to the program. Suggested computer courses include: COSC 1301, ITSC 1309, HITT 1211, or POFI 1204.
15. Some clinical agencies may require criminal background checks prior to clinical learning experiences; students who do not have clear criminal background checks may not be able to meet all course objectives.
16. Prior to enrollment, qualified applicants who have been accepted into the Respiratory Care Program must submit a current CPR Health Care Provider card, a completed physical examination form, and must meet the program immunization requirements.

RESPIRATORY CARE DEGREE PLAN

PROGRAM PREREQUISITES			Credit Hours
ENGL	1301	Composition I	3
PSYC	2301	General Psychology OR	
SOCI	1301	Introduction to Sociology	3
BIOL	2404	Intro to Anatomy & Physiology	4
PHED	1101	Physical Education	1
SDEV	0301	Student Success: OnCourse	0
			11

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

Selection criteria are based on completion of all program prerequisites and BIOL 2420-Microbiology, PHE 1101-Physical Education, and Humanities/Visual and Performing Arts.

FRESHMAN YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours	
RSPT	1429	Respiratory Care Fund I	4	RSPT 1431	Respiratory Care Fund II	4
RSPT	1207	Cardiopulmonary A & P	2	RSPT 2310	Cardiopulmonary Disease	3
RSPT	1213	Basic Resp Care Pharm	2	RSPT 1461	Clinical-Respiratory Therapy/ Therapist II	4
RSPT	1460	Clinical-Respiratory Therapy/Therapist I	4	RSPT 1272	Clinical Blood Gases	2
			12	BIOL 2420	Microbiology	4
						17

SUMMER SESSION

		Credit Hours	
RSPT	1141	Resp. Home Care/Rehab	1
RSPT	1163	Clinical-Respiratory Therapy/Therapist III	1
RSPT	2139	Advanced Cardiac Life Support	1
RSPT	1335	Cardiopulmonary Testing	3
RSPT	2135	Pediatric Advanced Life Support	1
			7

SOPHOMORE YEAR

FALL SEMESTER		Credit Hours	SPRING SEMESTER		Credit Hours	
RSPT	2414	Mechanical Ventilation	4	RSPT 2353	Neo/Pedi Cardiopul Care	3
RSPT	2425	Cardiopulmonary Diagnostics	4	*RSPT 2231	Sims in Resp Care	2
RSPT	2460	Clinical-Respiratory Therapy/Therapist IV	4	RSPT 2147	Specialties in Resp Care	1
PHE	1101	Physical Education	1	RSPT 2133	Resp Care Case Mgt	1
			13	RSPT 2261	Clinical-Respiratory Therapy/Therapist V	2
				*Humanities/Visual and Performing Arts		3
						12

Total Program Credit Hours 72

+ Capstone course

* Student must choose a course from the Victoria College Humanities/Visual and Performing Arts Core Curriculum courses. (Contact Advising & Counseling Services or program chair for specific course considerations).

NOTE: Some evening and weekend clinical learning experiences may be required in some semesters.

Welding

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join beams when constructing buildings, bridges, and other structures, and to join pipes in pipelines, power plants, and refineries. Welders use many types of welding equipment set up in a variety of positions, such as flat, vertical, horizontal, and overhead.

In the VC Welding Program, courses focus on specific welding processes including Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Flux-Cored Arc Welding, and Gas Metal Arc Welding. Students' welds are tested for quality assurance in accordance with national welding codes. Welding is performed on carbon steel, stainless steel, and aluminum plate and pipe. Additional skills include blueprint reading, as well as product design, fabrication, and layout. Graduates have the option to apply for national welding certification. Upon completion of the program, students will possess the knowledge and technical skills necessary to pursue a welding career in a variety of jobs.

Program curriculum, course identifications, titles, and descriptions are subject to change and approval of the Texas Higher Education Coordinating Board. For current curriculum or more information visit www.VictoriaCollege.edu, contact the Welding Program office at (361) 572-6471 or email

Wade.Vrana@VictoriaCollege.edu.

BASIC WELDING CERTIFICATE

SUMMER SEMESTER

Credit Hours

¹ SDEV	0301	Student Success: OnCourse	0
² CNBT	1091	NCCER Core Skills for Construction Trades	0

FALL SEMESTER

Credit Hours

² WLDG	1421	Welding Fundamentals	4
WLDG	1417	Intro to Layout and Fabrication	4
² WLDG	2443	Adv Shielded Metal Arc Welding	4
			12

SPRING SEMESTER

Credit Hours

WLDG	2435	Advanced Layout and Fabrication	4
+ ² WLDG	2406	Intermediate Pipe Welding	4
² WLDG	1434	Intro to Gas Tungsten Arc Welding	4
			12

FALL SEMESTER

Credit Hours

MCHN	1343	Machine Shop Mathematics	3
² DFTG	1325	Blueprint Reading and Sketching	3
² WLDG	1430	Intro to Gas Metal Arc Welding	4
			10

Total Certificate Credit Hours 34

Students who successfully complete the above program and INRW 0300 and MATH 0301 may apply for a Certificate of Completion in Basic Welding. CNBT 1091 is required only for students pursuing NCCER Certification.

¹Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

²Completion of these courses will enable students to apply for NCCER Level 1-3 Welding Certification. Additional lab and classroom testing is required. Testing will be conducted during hours outside of regular class time. Additional fees apply.

+ Capstone course

ADVANCED CERTIFICATE		Credit Hours
⁺² WLDG 2451	Advanced Gas Tungsten Arc Welding	4
² WLDG 2452	Advanced Flux Cored Arc Welding	4

Total Advanced Credit Hours 8

Students who successfully complete the above advanced certificate courses, basic certificate requirements, and INRW 0300 and MATH 0301 may apply for a Certificate of Completion in Advanced Welding. CNBT 1091 is required only for students pursuing NCCER Certification.

² Completion of these courses will enable students to apply for NCCER Level 1-3 Welding Certification. Additional lab and classroom testing is required. Testing will be conducted during hours outside of regular class time. Additional fees apply.

* Capstone course

BUSINESS & TECHNOLOGY

Computer Applications	157
Customized Training	157
Real Estate	162

HEALTH CAREERS

Activity Director	157
Electronic Health Records	157
Medical Assisting	159
Medication Aide	160
Nursing Assistant (Aide)	161
Pharmacy Technician	161
Phlebotomy	162

INDUSTRIAL TRADES

EPA Technician	158
Industrial & Craft Training	159
Truck Driving	162

PUBLIC SERVICE

Emergency Medical Services	158
Academy for Lifelong Learning	157
Motorcycle Safety	160

Workforce & Continuing Education

(Noncredit)

Victoria College Workforce & Continuing Education Mission Statement

Continuing education that effectively fulfills business, industry, and individual needs for quick response to preparatory, supplemental, or professional development training.

Programs

Activity Director
Electrical
Electronic Health Records
Heating, Ventilation & Air Conditioning (HVAC)
Medical Assisting
Medication Aide
Millwright
Nursing Assistant (Aide)
Pharmacy Technician
Pipefitting
Real Estate
Truck Driving
Welding

Professional Continuing Education

Continuing Nursing Education
Dental Continuing Education
Electrical License Renewal
Emergency Medical Services
Law Enforcement

Courses

Business and Customer Service
Computer Applications
Customized Training
Language Skills
Motorcycle Safety
Personal Enrichment

NOTE: All programs of study are subject to change. Please refer to the Victoria College website at www.VictoriaCollege.edu for current programs of study.

Academy for Lifelong Learning

The Academy for Lifelong Learning (ALL) is an educational program for lifelong learners. The program encourages lifelong learning, providing members with common interests the opportunity to participate in study, discussions, and social interaction. Classes are offered in the fall and spring. Social activities will be scheduled throughout the year. Membership is \$50 per year and entitles the member to unlimited courses offered through the Academy for Lifelong Learning.

Activity Director

Instruction pertaining to the role of the activity director in long-term care facilities. Topics include the assessment of client needs, the development of plans of care, the design of programs using therapeutic recreation techniques, and the supervision of recreation personnel.

The student will discuss the regulatory requirements for recreation services in long-term care settings and apply appropriate principles of management to activity program design as well as to staff and volunteer supervision. The student will assess client needs, create a plan of care based on the assessment of client needs, and design leisure activities using a therapeutic recreation model to meet the needs of the client population.

This course is designed to provide state-mandated training and certification for qualified activities professionals as required by the Texas Department of Human Services for Nursing Home/Extended Care facilities in the State of Texas.

ADMISSION REQUIREMENTS

- High school graduate or GED.
- Currently employed in a nursing home or related facility.
- Concurrent enrollment in Practicum/Field Experience Course.
- Validation of immunizations including TB and hepatitis B series.

For more information or to register, visit www.VictoriaCollege.edu/WCE, call (361) 582-2412.

Computer Applications

Courses vary from the most basic computer literacy courses to advanced courses in web design and programming.

Short Courses - Minimum time. Maximum learning.

Access, Excel, Internet & Email, Outlook, PowerPoint, QuickBooks, Windows, Word

Online Courses - A world of choices.

Your schedule. Your location.

Education to Go - www.ed2go.com/victoria

For more information or to register, visit www.VictoriaCollege.edu/WCE, call (361) 582-2528, or email Radonna.Brown@VictoriaCollege.edu.

Workforce & Continuing Education Customized Training

Victoria College is your partner for innovative learning solutions for you and your business. We can provide the highest quality, customized training to meet the needs of the changing workforce. Our customized training services are designed to respond to your organization's development needs quickly and affordably. We have programs tailored to the needs of your employees at all levels and from all backgrounds.

For more information, visit www.VictoriaCollege.edu/WCE, call (361) 582-2575, or email Rachel.Nessel@VictoriaCollege.edu.

Electronic Health Records - formerly *Electronic Medical Records*

Provides skills and knowledge in the health information field related to electronic medical records management and the role of the "scribe" for the medical office. Course content will also include evaluation of filing systems and equipment, along with maintenance of database records according to information management theory.

ADMISSION REQUIREMENT

Associate degree or higher and/or comparable computer competency and work experience.

For more information or to register, visit www.VictoriaCollege.edu/WCE or call (361) 582-2412.

Emergency Medical Service Professions (noncredit)

The Emergency Medical Service (EMS) Professions offers noncredit courses that lead to Emergency Care Attendant (ECA) and Emergency Medical Technician-Basic (EMT-B) certifications, as well as courses in Health Care Provider CPR, Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and International Trauma Life Support (ITLS).

For more information about any of the courses listed below, including specific course dates, times and admission requirements, please view the current Workforce & Continuing Education Schedule.

Emergency Care Attendant/First Responder

Emergency Care Attendants (ECA)/ First Responders are trained to provide basic emergency medical care. They are likely to be the first people to arrive at the scene of an incident. Many volunteer firefighters, police officers, and other emergency workers are trained to this level. The Emergency Care Attendants (ECA)/ First Responders represent the first component of the EMS system. Students successfully completing the ECA course are eligible to apply for certification with the Texas Department of State Health Services (DSHS) as an Emergency Care Attendant.

EMT-Basic

This course may be taken credit or noncredit.
An EMT-B is trained to care for patients at the scene of an emergency and transport patients by ambulance to the hospital under medical direction. The EMT-B has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. Students successfully completing the EMT-B lecture/lab course and the EMTB Clinical course are eligible to apply for certification as an Emergency Medical Technician-Basic with the Texas Department of State Health Services and National Registry of EMT's.

Basic Life Support (BLS) for Healthcare Providers - CPR

The Basic Life Support (BLS) for Healthcare Providers course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide Cardiopulmonary Resuscitation (CPR), use an Automated External Defibrillator (AED), and relieve choking in a safe, timely, and effective manner.

Advanced Cardiac Life Support - ACLS

In this classroom-based course, providers enhance their skills in treating adult victims of cardiac arrest or other cardiopulmonary emergencies, while earning their American Heart Association ACLS for Healthcare Providers Course Completion Card. The course includes simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leaders.

Pediatric Advanced Life Support - PALS

This course gives healthcare professionals the knowledge and skills to better recognize and treat critically ill infants and children. The course uses a scenario-based team approach to teach pediatric emergency management of pediatric patients approaching or already in respiratory or cardiac arrest.

International Trauma Life Support - ITLS

ITLS is accepted internationally as the standard training course for prehospital trauma care and is used as an essential curriculum in many paramedic, EMT, and first-responder training programs. This course combines classroom and hands-on skills stations.

For more information or to register, visit www.VictoriaCollege.edu/WCE or call (361) 582-2412.

Environmental Protection Agency (EPA) Technician Certification

Victoria College, in cooperation with the Air Conditioning and Refrigeration Institute (ARI), offers EPA Technician Certification courses. Participants will receive instruction in compliance with the Federal Clean Air Act, Section 608, and will take the EPA Technician Certification Exam. Certification cards will be issued from ARI to individuals who pass the exam. Exam fees are included in tuition.

For more information or to register, visit www.VictoriaCollege.edu/WCE, call (361) 582-2528, or email Radonna.Brown@VictoriaCollege.edu.

Industrial & Craft Training Courses

Victoria College Workforce & Continuing Education Department, in alliance with the Industrial Merit Shop Education Foundation (IMSEF), offers nationally accredited construction training classes for both the commercial and industrial sectors of the construction industry.

Industrial and craft training consists of multiple levels for each craft training area. These courses are taught in progressive levels using the nationally recognized Contren™ curriculum. This curriculum was developed by the National Center for Construction and Research (NCCER) in cooperation with the construction industry. These courses provide competency-based, task-driven modular training and are designed to maximize learning by combining illustrated instructional materials and structured classroom activities conducted by craft instructors. Students must furnish personal protective equipment as requested.

The following training programs are available:

- Electrical
- Heating, Ventilating, & Air Conditioning -HVAC
- Pipefitting
- Millwright
- Welding

Core Curriculum: Introductory Craft Skills is a prerequisite for all Level 1 training.

For more information or to register, visit www.VictoriaCollege.edu/WCE, call (361) 582-2528, or email Radonna.Brown@VictoriaCollege.edu.

Medical Assisting Program

Victoria College offers an introductory Medical Assisting Program designed for students to develop basic knowledge and skills necessary to function safely and effectively in a medical office/clinic environment where certification is not required. The 96-hour program consists of classroom work, class lab activities, and clinical practice in a medical office/clinic setting.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- 2 Step TB Skin Test
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity
Required Immunizations
(must be completed prior to enrollment)

PROGRAM CURRICULUM TOPICS

Introduction to health care system
Professional growth
Communication
Ethical/legal issues
Clerical office skills
General office management
Personnel management
Patient records management
Insurance processing
Basic anatomy and physiology
Assisting with physical exam
Performing minor laboratory procedures
Handling medical office emergencies
Define terms related to ICD-9 and CPT coding
Utilize guidelines to apply codes to selected insurance forms
Describe process for coding as it relates to reimbursement of medical services

MEDICAL ASSISTING PROGRAM CURRICULUM - NONCREDIT COURSES

HITT	2040	Medical Billing
MDCA	1091	Basic Medical Assistant Technology
MDCA	1061	Advanced Medical Assistant Technology
MRMT	1007	Medical Transcription Fundamentals
MDCA	1043	Insurance Coding
POFM	1000	Medical Coding Basics

Completion of the program entitles the learner to a certificate of completion.

For more information or to register, visit www.VictoriaCollege.edu/WCE or call (361) 582-2412.

Medication Aide Program

Victoria College offers a 140-hour Texas Department of Health-approved Medication Aide course designed to prepare Nurse Aides to take the Texas Medication Aide Permit Examination. Nurse Aides who are on the State Registry and employed in long-term care and non licensed direct care staff persons who have been employed 90 days in an approved facility are eligible to take the course. Coursework includes classroom, classroom laboratory, and clinical practice activity.

Clinical practice is conducted in area long-term care agencies. Both day and evening classes are available. Classes are taught on main campus as well as at off-campus sites.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- Official copy of high school transcript or certified diploma or GED
- 2 Step TB Skin Test
Required Immunizations
(must be completed prior to enrollment)
- General Statement Enrollment form
- Experience Documentation Report form
- State required fee for permit - \$25.00

PROGRAM CURRICULUM TOPICS

Concepts of medication administration
 Basic pharmacology
 Effects of chemotherapeutic agents on the body systems
 Drug therapy for common disease processes
 Age related variations to medication administration
 Role of the Medication Aide

MEDICATION AIDE PROGRAM CURRICULUM

NURA 1013 - Medication Administration for the Nurse Aide/Home Health Aide

NOTE: An average of 70% or better for course work and completion of clinical assignment is required to pass.

MEDICATION ADMINISTRATION CONTINUING EDUCATION

NURA 1041

Professional Development: Medication Aide

PROFESSIONAL DEVELOPMENT: MEDICATION AIDE

Victoria College offers the 7-hour Professional Development: Medication Aide for fulfillment of the annual education renewal requirements for the Medication Aide.

ADMISSION REQUIREMENTS

- Application
- Tuition

For more information or to register, visit www.VictoriaCollege.edu/WCE or call (361) 582-2412.

Motorcycle Safety

The Motorcycle Basic *RiderCourse* is designed with the beginner in mind, but experienced riders can also benefit from this course. Students will learn:

- how to operate a motorcycle,
- best protective clothing to wear, and
- how to avoid dangerous situations.

Students will finish the course at the two year rider level, and the motorcycle and helmet are furnished. Successful completion of the Basic *RiderCourse* should waive the driving portion of the Texas DPS test. Students are required to take a written and vision exam at the DPS office.

For more information, call (361) 582-2528 or visit www.VictoriaCollege.edu/MotorcycleSafety.

Nursing Assistant (Aide) Program

Victoria College offers a 144-hour Texas Department of Health-approved Nursing Assistant (Aide) course designed to prepare the learner to function safely and effectively as a care provider in Long Term Care facilities, the home, and other care settings. The classroom and nursing skills laboratory portion of the course are conducted on the Victoria College campus. The clinical portion of the course is conducted in area health care agencies. Both day and evening classes are available. The program is offered in several off-campus sites as well. Successful completion entitles the learner to a certificate of completion and the opportunity to take the Texas Nurse Aide Skills and Written Exams for placement on the Texas Nurse Aide Registry.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- Meet Federal Employability Status
- 2 Step TB Skin Test
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity
Required Immunizations
(must be completed prior to enrollment)

PROGRAM CURRICULUM TOPICS

- Introduction to health care systems
- Skills related to preparing for direct consumer care
- Skills related to activity and movement
- Skills related to hygiene
- Basic anatomy & physiology
- Measuring vital signs
- Skills related to body systems
- Care of the client in the home
- Care of clients with special needs

NURSING ASSISTANT (AIDE) PROGRAM CURRICULUM

NURA 1001 Nurse Aide for Health Care
NURA 1060 Clinical - Nursing Assistant - Aide

NOTE: An average of 70% or better for coursework and a pass on clinical performance is required.

For more information or to register, visit www.VictoriaCollege.edu/WCE or call (361) 582-2412.

Pharmacy Technician

This course is designed to prepare the participant for eligibility to become a Pharmacy Technician. The course combines 77-hours of classroom instruction with an option to a 40-hour externship to provide a complete learning experience. In addition, participants will be qualified to apply for certification by the Pharmacy Technician Certification Board (PTCB) and will meet the training requirements of the State Board of Pharmacy.

Pharmacy Technicians assist the pharmacist, package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, and assist with inventory control and purchasing, as well as collect payment and coordinate billing. Upon successful completion students will receive a certificate of completion and become eligible to apply for registration as a Pharmacy Technician and be prepared to take the national Pharmacy Technician Certification Board (PTCB) exam.

Program Curriculum Topics

Introduction
Law and ethics
Medical/pharmacological terminology
Pharmacology
Practice sites, technology
Body systems/anatomy
Calculations
Receiving and interpreting medication orders
Filling and distributing medication orders
Compounding
Over the counter medications
Purchasing, inventory and reimbursement
Study skills
Communication skills
Technician issues
Professionalism and the workplace
Job search: resume and interviewing

Admission Requirements

Minimum 18 years of age and high school completion or its equivalent. Students need competency in basic computer operation. Students will need Internet access, printing capabilities, and email. A math and English pre-assessment test will be administered on the first class meeting to assure student success. Prior to placement in an externship, students will need proof of CPR completion, a health examination including TB testing, and a resume.

The scheduling of this course is based on area job market demand.

For more information, call (361) 582-2412, or email Radonna.Brown@VictoriaCollege.edu.

Phlebotomy

Victoria College offers a 57 training hour Phlebotomy course designed to develop skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. The classroom and laboratory portions of the course are conducted on the Victoria College campus. The clinical portion of the course is conducted in area health care agencies, clinics, private physicians' offices, and medical laboratory facilities.

ADMISSION REQUIREMENTS

- Application to program
- Tuition and textbook
- Evidence of health care work experience or course work
- 2 Step TB Skin Test
- Hepatitis B Series - Includes 3 injections or serologic confirmation of immunity
Required Immunizations
(must be completed prior to enrollment)

PROGRAM CURRICULUM TOPICS

Proper Patient Identification Techniques
Specimen Collection Techniques - Venipuncture
Specimen Collection Techniques -
Capillary Puncture

PHLEBOTOMY COURSE

PLAB 1023 - Phlebotomy

Successful completion of the course entitles the learner to a Certificate of Completion.

For more information or to register, visit www.VictoriaCollege.edu/WCE or call (361) 582-2412.

Real Estate

To be eligible to apply for a real estate Salesperson License, an individual must be a citizen of the United States or a lawfully admitted alien, 18 years of age or older, and a legal resident of Texas.

To be eligible to apply for a real estate Salesperson License, an individual must furnish the Commission satisfactory evidence of successfully completing the following education:

- Principles of Real Estate core real estate course (60 classroom hours)
- Law of Agency core real estate course (30 classroom hours)
- Law of Contracts core real estate course (30 classroom hours)
- An additional three related courses (90 classroom hours) acceptable to the Texas Real Estate Commission.

Both core and related courses are available through online instruction.

For more information or to register, visit the Workforce & Continuing Education website at www.VictoriaCollege.edu/WCE, call (361) 582-2432, or email Radonna.Brown@VictoriaCollege.edu.

Truck Driving

The Truck Driving Course (286 clock hours) prepares persons for entry-level employment in the industry. This course provides classroom instruction with emphasis on safety, rules, regulations, and techniques. Behind-the-wheel driving range activities, public, street, and highway driving are also included. Opportunities are available for students to meet with recruiters from the trucking industry. Students are able to take the Commercial Driver License (CDL) written and driving examinations at the Department of Public Safety as a class activity. Students must pass Department of Transportation (DOT) physical, drug, and alcohol assessment prior to registration.

For more information, call (361) 485-6830, or email Mary.Pullin@VictoriaCollege.edu.

Contact Information

To meet the need for specialized training in a minimum amount of time, the College offers and/or can create a variety of short courses. For more information or to request specialized training, contact the appropriate office below:

Academy for Lifelong Learning (361) 582-2575 Destiny.Olson@VictoriaCollege.edu

Workforce & Continuing Education Department

(361) 582-2528 Radonna.Brown@VictoriaCollege.edu

Business and Customer Service
 Computer Applications
 Language Skills
 Personal Enrichment
 Real Estate
 Transportation (Truck Driving and Motorcycle Safety)

Workforce & Continuing Education Customized Training

(361) 582-2426 Rachel.Nessel@VictoriaCollege.edu

Emergency Medical Services Office

(361) 582-2536 Ricky.DeLaGarza@VictoriaCollege.edu

Advanced Cardiac Life Support – ACLS
 Basic Life Support for Health Care Providers - BLS
 CPR
 Emergency Medical Technician - Basic
 Emergency Care Attendant/First Responder
 International Trauma Life Support - ITLS
 Pediatric Advanced Life Support - PALS

Health Careers Office

(361) 582-2412 Marcela.Barrera@VictoriaCollege.edu

Dental Continuing Education
 Electronic Health Records
 Long-Term Care Activity Directing
 Medical Assistant
 Medication Aide for Nurse Aide/Home Health Aid
 Medical Terminology
 Medical Transcription
 Nurse Aide
 Phlebotomy
 Pharmacy Technician
 Therapeutic Recreation

Industrial & Craft Training

(361) 582-2528 Radonna.Brown@VictoriaCollege.edu

Electrical
 Heating, Ventilation, & Air Conditioning (HVAC)
 Millwright
 Pipefitting
 Welding

All About VC

VC Locations	166
Adult Education	167
Wireless Building.....	168
Flexible Schedules	168
Workforce & Continuing Education	168
Cultural Enrichment.....	169
Board of Trustees	170
Administration & Staff.....	170
Faculty.....	171
History Behind VC	177
Main Campus Buildings	177

VC Locations

Victoria College Gonzales Center

424 E. Sarah DeWitt Drive | Gonzales, TX 78629 | (830) 672-6251

What is available?

- computer lab
- faculty and staff offices
- interactive television (ITV)
- nursing lab
- science lab
- state-of-the-art classrooms and laboratories
- tutoring center

What is offered?

A variety of credit and noncredit classes, including vocational nursing, are offered in classroom, ITV and online settings.

This center was opened in collaboration with the City of Gonzales and the Gonzales Economic Development Corporation.

Victoria College Calhoun County Center

900 N. Virginia Street | Port Lavaca, TX 77979 | (361) 553-4316

What is available?

- buildings trade lab
- computer labs
- faculty and staff offices
- interactive television (ITV)
- science labs
- state-of-the-art classrooms and laboratories
- tutoring center

What is offered?

A variety of credit and noncredit classes, including adult education classes, are offered in classroom, ITV, and online settings.

Millwright and pipefitting courses are held at the VC Wilkins Industrial Training Center, located at 701 S. Ann Street, Port Lavaca, Texas 77979.

The center was opened in collaboration with Calhoun County Independent School District in an effort to provide workforce training for employees and staff of area plant facilities as well as members of the Calhoun County Community.

Victoria College Vocational Nursing-Cuero

2550 N. Esplanade Street | Cuero, TX 77954 | (361) 277-6760

Victoria College Zelda L. Allen School of Nursing

1410 N. Texana Street | Hallettsville, TX 77964 | (361) 798-2289

Victoria College Adult Education Center
802 E. Crestwood Street | Victoria, TX 77901 | (361) 573-7323 (573-READ)

Regular business hours are 8 a.m.- 4:30 p.m. and 6 - 9 p.m. Monday through Thursday (4 p.m. Friday)
 Closed for lunch 12-1 p.m.

The Center is a year-round open entry/open exit program.

Victoria College Adult Education Program provides noncredit, free, high-quality educational programs that focus on:

- Adult literacy
- GED preparation
- Workforce training
- English proficiency for speakers of other languages

Adult Basic Education (ABE):

The Adult Basic Education Program offers classes in the core academic subjects:

- Reading
- Writing
- Math
- Science
- Social studies

Curriculum is structured within a real-world context and emphasizes life skills.

Students also receive instruction to improve their workplace skills including:

- Job attainment
- Retention
- Advancement

Students set their own educational goals and work at their own pace. Basic skills classes may be useful for GED, college, or employment preparation or for personal or family educational advancement.

English as a Second Language (ESL):

ESL classes are available to individuals with limited English proficiency.

An emphasis is placed on:

- Reading/Writing
- Speaking/Listening
- Attaining citizenship

ESL instruction is goal-oriented and self-paced. ESL curriculum is also structured within a real-world context.

Eligibility:

Any adult aged 18 or older and 16-17 year olds under special provision (call for information) with basic education needs.

How to register for classes at the Victoria College Adult Education Center:

Registration and enrollment are provided on a regularly scheduled basis. Instructional periods are approximately seven weeks. Applications for enrollment are accepted daily. The enrollment process includes assessment for skill levels and advising to determine services. The enrollment process must be completed with all required paperwork in place before receiving education services. Off-campus class hours vary. Call the Adult Education Center at (361) 573-7323 or visit our website for information www.VictoriaCollege.edu/AdultEducation.

* Note: This program exists to serve undereducated adults. Adults scoring higher than a 12.9 (grade equivalency) on the state-mandated assessment instrument (TABE) are not eligible to attend Adult Basic Education classes.

Classes are also periodically offered in nearby counties: Calhoun, DeWitt, Jackson, Lavaca, and Refugio. Individuals seeking information about classes are welcome to stop by during regular business hours or call (361) 573-7323 (573-READ).

Wireless Buildings

The following main campus buildings are wireless:

- Allied Health Building
- College Services & Training Building
- Continuing Education Center
- Health Sciences Center
- Language Building
- Sports Center
- Student Center
- Student Services Building
- Technology Center

Flexible Schedules

Flexible scheduling is an option for community college students. VC offers courses during the day or evening as well as via distance education:

- online
- computer-based format
- hybrid
- interactive television video (ITV)

Most distance education students at Victoria College will enroll in courses developed and taught by Victoria College faculty. However, Victoria College is a partner in Virtual College of Texas (VCT).

For information about VCT, please see page 46.

For more information about distance education courses, contact the Distance Education Office at (361) 572-6481 or via email to Distance_Ed@VictoriaCollege.edu.

Workforce & Continuing Education

Victoria College offers a variety of workforce and continuing education courses and programs designed to meet the needs of the community. From customized training to lifelong learning activities, Victoria College Workforce & Continuing Education provides businesses, industries, and individuals the opportunity to learn or improve technical and professional competencies, along with vocational and recreational classes for personal enrichment.

Workshops, seminars, and institutes can be planned to meet needs of specific groups. In such cases, Continuing Education Units (CEUs) may be awarded to participants. For more information, contact the Workforce & Continuing Education Department at (361) 582-2528 or via email to AskCE@VictoriaCollege.edu.

Cultural Enrichment

Victoria College offers a wide range of programs and facilities for cultural enrichment and community service for students and the community.

- Museum of the Coastal Bend
- Leo J. Welder Center for the Performing Arts
- Musical productions and art exhibits
- Lyceum guest lecture series
- John W. Stormont Lecture Series on South Texas
- and much more

The Johnson Symposium, Leo J. Welder Center for the Performing Arts, Museum of the Coastal Bend, Student Center, and the VC/UHV Library are college facilities that are frequently utilized by the public.

Leading the Way

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Robert Duffie	Director of Physical Plant
Helen Dvorak, M.A.I.S.	Director of Distance Education & Instructional Technology
Elaine Everett-Hensley, B.B.A.	Director of Student Center & Student Activities
Andy Farrior, M.S.	Director of Technology Services
Cara Frederick, B.B.A.	Development Director
Darla Guajardo, , B.S.N., M.S.N.	Director of Nursing
Lydia Huber, M.B.A.	Director of Purchasing
Danette Johnson, M.A.I.S., GPC	Director of Grants Development
Tiffany Johnson, M.A.I.S.	Director of Adult Education
Darin Kazmir, B.B.A.	Director of Marketing & Communications
Missy Klimitchek, M.A.I.S.	Registrar
Terri Kurtz, B.A.	Director of Human Resources & Affirmative Action Officer
Tempi McLeod, M.A.I.S.	Director of Quality Enhancement Plan
Robbyn Michalka, B.S.H.E.	Director of Texas Area Health Education Center East-Victoria Region
Jacquelyn Mikesh, M. Ed.	Manager of Gonzales Center
Amy Mundy, B.A.	Executive Director of Victoria College Foundation
Kim Obsta, B.S.	Director of Financial Aid
Sherri Pall	Director of Workforce & Continuing Education
Kelly Phelps, A.A.S.	Director of Public Service Academies
Sue Prudhomme, B.B.A.	Director of Cultural Affairs
Patricia A. Rehak, M.A.	Director of Institutional Effectiveness, Research & Assessment
Melissa Robinson, M.P.A.	Director of Pre-College Programs & Recruitment
Kim M. Smith, M.Ed.	Director of Title V

Educated By the Best

Victoria College Faculty

Ajrami, Heidi-English

B.A., Mercer University - Atlanta; M.A., University of Nebraska-Omaha

Anderson, Jonathan M.-Department Chair, Fine Arts

B.A., Millikin University; M.M., Ball State University

Barfield, Becky-Coordinator, Vocational Nursing Programs - Victoria & Cuero

Diploma, Baptist Hospital School of Nursing; A.A., Southwest Texas State University; B.S.N., University of Houston - Victoria

Barth, Stacy-Associate Degree Nursing

A.A.S., Tarrant County Junior College; B.S.N, University of Texas at Arlington; M.S.N., Incarnate Word College

Beeman, Ralph E.-Biology and Chemistry

B.S., M.S., Ph.D., University of Oklahoma

Brunsting, Anita-Curriculum Coordinator, Process Technology

B.S., Texas A&M University; M.S., University of Texas Health Science Center - Houston; Ed.D., Texas A&M University - Corpus Christi

Buchholz, Cindy-Dean, Division of Arts, Humanities, & Social Sciences

B.A., M.A., University of Houston - Victoria

Butler, Deborah-Academic Foundations Division, Reading

B.A., Glenville State College; M.A., Shepherd University

Byerly, Edward A.-History/Geography

B.A., University of Northern Colorado; M.A., Western Illinois University; Ph.D., Arizona State University

Byers, William H. "Bill"-Department Chair, Physical Education

B.S., Texas Tech University; M.S., Texas A&M University

Chadd, Melissa-Curriculum Coordinator, Business Management

A.S., Northern Oklahoma College; B.B.A., M.B.A., University of Houston - Victoria

Chronister, Debra-Art

B.F.A., Texas Christian University; M.F.A., University of Texas - Austin

Coons, William J.-Department Chair, Science

B.S., Emporia State University; M.S., Ph.D., Kansas State University

Crandall, Laura-Director/Chair, Physical Therapist Assistant Program

B.S., California State University; M.S., Western University of Health Sciences

Crane, Betsy-Dean, Division of Career, Health, & Technical Professions

B.B.A., M.B.A., University of Houston - Victoria

Darilek, Faith-Associate Degree Nursing

B.S.N., University of Mary Hardin Baylor; M.S.N., Texas A&M University - Corpus Christi

Dasgupta, Satwik-English

B.A., St. Paul's Cathedral Missions College; M.A., University of Calcutta; Ph.D., Middle Tennessee State University

DeVries, Lisa-English

B.A., M.A., East Carolina University

DeVries, Peter-Biology

B.S., University of California; M.S., California Polytechnic University

Drozd, Deborah-Academic Foundations, Student Success

B.S., M.Ed., Ed.D., Texas A&M University

Dunn, Larry S.-Program Chair, Medical Laboratory Technology

B.A., M.S., Trinity University

Dvorak, Helen-Director, Distance Education & Instructional Technology

B.S., M.A.I.S., University of Houston - Victoria

Ferguson, JoAnn-Associate Degree Nursing

A.S., College of the Desert; B.S., Texas Woman's University; M.S.N., University of Phoenix

Fletcher, Marylynn L.-Music

B.M., Indiana University; M.M., D.M.A., University of Texas - Austin

Flores, Jacob Z.-Department Chair, Humanities

B.A., M.A., St. Mary's University - San Antonio

Guajardo, Darla-Associate Degree Nursing Program-Victoria

A.A.S., Victoria College; B.S.N., M.S.N., Texas Tech University Health Science Center

Gyamera-Acheampong, Charles-Biology and Chemistry

B.Sc., Biochemistry, University of Science & Technology; M.Sc., University of Tromso;
Ph.D., University of Ottawa

Hagan, Karen-History

B.A., Skidmore; M.A., University of Virginia; Ph.D., Louisiana State University

Hall, Gary Dean-English

B.A., M.A., Sam Houston State University

Hall, Michelle.-Vocational Nursing Program-Gonzales

A.A.S., Victoria College

Hamilton, Jerry Wayne-Dean, Division of Science, Mathematics, & Physical Education

B.S., M.Ed., Southwest Texas State University

Harper, Joyce-Program Chair, Vocational Nursing Program-Coordinator Hallettsville

A.A.S., Victoria College, B.S.N., Texas Tech University Health Science Center

Hayden, Jon R.-Economics

B.B.A., M.A., University of Houston

Heath, Catherine-English

B.A., M.A., California State Polytechnic University

Henry, Mark-Business Management, Professor Emeritus

B.B.A., M.B.A., Texas A&I University

Hewig, Alison-Program Chair, Associate Degree Nursing

B.S.N., University of Texas - Austin; M.S.N., University of Phoenix

Hoblit, Karen-Psychology

B.S., University of the State of New York; M.S., Southwestern Oklahoma State University; Ed.D., Southeastern University

Hodde, Robert B.-Drama/Speech

B.A., M.A., Southwest Texas State University; M.A., Stephen F. Austin State University

Hubbard, Jeffrey-Government

B.A., Ohio State University; M.A., University of Minnesota

Hummel, Michael D.-History, Professor Emeritus

B.A., M.A., Baylor University; Ph.D., North Texas State University

Hurley, Tami-Associate Degree Nursing

B.S.N., Baylor University; M.S.N., Texas A&M University - Corpus Christi

Hutcheson, Brian-Academic Foundations Mathematics and Supplemental Instruction Coordinator

B.S., Southwest Texas State University; M.Ed., Texas State University

Hyak, Sharon-Biology

B.S., University of Houston - Victoria; M.S., University of Nebraska - Kearney

Janecka, Gail A.-Academic Foundations, Student Success

B.S., M.Ed., University of Houston - Victoria

Janowski-Bell, Margaret-Biology

B.S., University of Texas - San Antonio; M.S., Midwestern State University; Ph.D., University of Missouri - Columbia

Kallus, Chris E.-Program Chair, Respiratory Care

R.R.T., B.S., Southwest Texas State University; M.Ed., University of Houston - Victoria

Kapp, Ann-Department Chair, Social and Behavioral Sciences

B.A., University of Texas - Austin; M.A., Texas State University - San Marcos

Kirkpatrick, Keith P.-Sociology

B.A., M.A.T., Southwest Texas State University; Ph.D., Colorado State University

Kosler, Sheryl-Biology and Chemistry

A.S., Victoria College; B.S., University of Houston - Victoria; M.S., University of Maryland

Lovel, Carrie Sue-Vocational Nursing Program-Victoria

A.A.S., Nursing, Victoria College; B.S.N., Texas A&M University - Corpus Christi

Lowe, Babette-Dean, Academic Foundations

B.S., M.A.I.S., University of Houston - Victoria

Marshall, Bridgette S.-Department Chair, Academic Foundations English & Reading

B.S., M.A.I.S., M.Ed., University of Houston - Victoria

Mason, Patrick-Instrumentation & Electronics

A.A.S., Victoria College

Mayes, Mary-Physical Education

B.S., Southwest Texas State University; M.S., Texas A&M University - Corpus Christi

McBride, Lori-Curriculum Coordinator, Professional Office Technology

B.S., Southwest Texas State University; M.B.A. Regis University

McLain, Donald-Department Chair, Industrial Programs

A.S., Grantham University - College of Engineering; B.S., Grantham University

McLeod, Tempy-Business Management

B.A., Texas A&M University; M.A.I.S., University of Houston - Victoria

McClure, Kim-Vocational Nursing Program-Victoria

A.A.S., Victoria College; B.S.N., Texas Tech University Health Science Center

McKay, Kelly H.-Physical Education

B.S.B.A., University of Houston - Victoria; M.S., Corpus Christi State University

Mendenhall, Jeffrey-Speech

B.S., M.A., Ball State University

Murphy, Joseph Daniel-Academic Foundations, Mathematics

B.S., Texas A&M University; M.Ed., University of Houston - Victoria

Nix, Nacona-Government

B.A., Stephen F. Austin State University; M.A., University of North Texas

Oldmixon, Cecilia-Respiratory Care

R.R.T., A.A.S., Victoria College; B.A.A.S., University of Houston - Victoria;
M.A.Ed., University of Phoenix

Olsovsky, Mark-Instrumentation & Electronics

B.S., Texas A & I

Pagel, Diana-Mathematics

B.A., Incarnate Word College; M.S., St. Mary's University; M.S., Texas A&M University - Corpus Christi

Paulsen, Michelle-English

B.A., M.A., University of Illinois

Pena, Debbie-Associate Degree Nursing

A.A.S., Victoria College; B.A.A.S., University of Houston - Victoria;
B.S.N., University of Texas A&M - Corpus Christi; M.S.N., University of Texas A&M - Corpus Christi

Pfeil, Kristi-Vocational Nursing Program-Victoria

A.A.S., Victoria College; B.S.N., Texas Tech University Health Science Center

Phelps, Kelly-Director, Public Services Academies

A.A.S., Delmar College

Powell, Marilyn-Coordinator/Instructor, Allied Health Continuing Education

B.S.N., M.S.N., Corpus Christi State University

Prince, Konnie-Associate Degree Nursing

B.S.N., M.A., University of Iowa

Reese, Ronnie L.-Chemistry

B.S., University of Texas at Tyler; Ph.D., Texas A&M University

Robinson, Jacquelyn-English

B.A., University of Texas; M.A., University of Houston - Victoria

Sanderson, Barbara Lynne-Vocational Nursing Program-Hallettsville

B.S.N., Baylor University; M.S.N., Regis University

Savoie, Elaine-Vocational Nursing Program-Cuero

A.S., University of the State of New York Regents College

Sekul, Joseph D.-Government

B.S., St. Joseph's University; M.A., The College of William and Mary in Virginia;
Ph.D., University of Texas - Austin

Settles, Jo Anne-Associate Degree Nursing

B.S.N., Texas Woman's University; M.S.N., University of Texas Health Science Center - San Antonio

Smith, Karen Bauer-Coordinator, Vocational Nursing Program-Gonzales

B.S.N., The University of Texas Health Science Center - San Antonio School of Nursing

Spurlin, Charles-History, Professor Emeritus

M.A., Sam Houston State University; B.A., Texas Tech University;

Stahoviak, Mary K.-English

B.A., University of Texas - Austin; M.A., University of Houston - Victoria

Stockbauer, Margaret Annette-Department Chair, Business and Computer Programs

B.S., University of Houston - Victoria; M.S., Texas A&M University - Corpus Christi

Swickheimer, Dave-Computer Information Systems

B.A., University of Texas - Austin; M.S. Texas A&M University - Corpus Christi

Thigpen, Trent-Computer Information Systems

B.B.A., Southwest Texas State University; M.A.I.S., University of Houston - Victoria

Ticen, David-Librarian

B.A., M.A., M.L.S., University of Washington

Turner, Mark-Fire Science Program

B.S., Charter Oaks State College

Ulbrich, Michelle-Associate Degree Nursing

B.S.N., Texas A & M University - Corpus Christi; M.S.N., The University of New Mexico

Underwood, Gary M.-Biology

B.S., M.S., Texas A&I University

Van Beveren, Nadine-Associate Degree Nursing

B.S., Texas Woman's University; M.S., University of Phoenix

Venegas, Raphael-Spanish, Professor Emeritus

B.A., Florida State University; M.A., Texas Christian University;
M.Div., Southwestern Baptist Theological Seminary

Voskamp, Carl-Department Chair, Public Service Programs

B.S., M.B.A., Sam Houston State University

Voss, Cary-Speech

B.A., M.A., Baylor University; Ph.D., University of Kansas

Vrana, Wade-Curriculum Coordinator, Welding

A.A.S., Coastal Bend College; B.A.A.S., Texas State University

Wagner, Harry A., III-Geology, Professor Emeritus

B.S., M.S., University of Texas - El Paso

White, William David-Mathematics, Physics, Professor Emeritus

B.S., M.S., Southwest Texas State University

Wiley, Gerry "Matt"-Mathematics

B.S., M.S., University of California Riverside

Williams, Jeffery-Biology and Chemistry

B.A., Brigham Young University (Provo, UT); Ph.D., University of Texas - Austin

Winkenwerder, Rachel A.-Mathematics

B.S., University of Houston - Victoria; M.Ed., Texas State University - San Marcos

Yosko, Melanie-Mathematics - Department Chair, Mathematics

B.A., M.S., Texas A&M University

Zaplac, Trudi-Psychology

B.S., Texas A & M University; J.D., Villanova University School of Law; Ph.D., Hahnemann University

Zatopek, Patricia-Associate Degree Nursing

A.A.S., Victoria College; B.S.N., Texas A& M University - Corpus Christi; M.S.N., University of Phoenix

History of VC

Victoria Junior College was established as a part of the Victoria school system on February 4, 1925. During the first session of operation, classes were conducted on the third floor of the Patti Welder High School while a new building was being constructed to house the College. This building, which joined the Patti Welder Junior High school, served as the College home until the end of the 1948-49 session.

The growth of the community in the war and post-war years gave the impetus to an expansion movement which resulted in making the College a county-wide institution. This change was accomplished by the people of the county in a special election on December 2, 1947. In June of the following year, the people of the county voted a \$750,000 bond issue to provide a new site and new buildings for the growing institution. On January 10, 1949, the Board of Trustees changed the name from Victoria Junior College to The Victoria College. A new site for the college was purchased in 1948, and four new buildings were constructed during 1948 and 1949. All college activities were transferred to the present campus in September 1949.

Since the first bond issue in 1947, the voters of The Victoria County Junior College District have approved four tax bond issues totaling \$31,350,000, and the College has issued \$7,840,000 in revenue bonds. The funds from these bond issues have been used to purchase additional land and construct a number of buildings to accommodate the growth of Victoria College and the University of Houston-Victoria.

Main Campus Buildings

Academic Building

The Academic Building is a two-story structure with general academic classrooms, two interactive television classrooms, a computer lab, and the Corporate Training Room. Also located in this building are the Vice President of Administrative Services: Business Office, Human Resources Office, and Purchasing Office; along with the Police & Campus Safety Office.

Allied Health Building

The Allied Health Building is the instructional center for the Allied Health & Public Service programs. The building also contains the Johnson Symposium Center which is utilized for a variety of ceremonies and college productions, and an interactive television classroom.

Center for Academic and Professional Excellence (CAPE)

CAPE (formerly Building A) houses two multi-purpose community design rooms, a soundproof recording studio, a break room, a commons area, and personnel offices.

College Services & Training Building

The College Services & Training Building houses the Marketing & Communications Department, the Offices of the Physical Plant, Call Center, and Mailroom. It also houses a heating, ventilation, and air conditioning lab, an electrical lab, a multi-purpose classroom and a computer lab.

Continuing Education Center

The Continuing Education Center is a two-story structure with classrooms and computer labs. Also located in this building are the Workforce & Continuing Education Department and the Testing Center, and the Victoria College Foundation.

Fine Arts Building

The Fine Arts Building houses classrooms, studios, band hall, choir room, an art gallery, and office space for the Music and Art Departments.

Health Sciences Center

The Health Sciences Center houses 14 classrooms and lecture halls, 18 laboratories, six study halls, three computer labs, tutoring rooms and a resource center, four state-of-the-art simulation centers, conference facilities and faculty offices, and a commons area with a coffee bar.

The Health Sciences Center was constructed utilizing funds approved in May 2006 by Victoria County voters in a \$15.5 million tax bond issue. The project was initiated by a challenge grant from The M.G. and Lillie A. Johnson Foundation. Furnishings and equipment were funded by the generosity of individuals, foundations, and businesses in the college service area.

Johnson Hall

Johnson Hall is equipped with classrooms for a variety of college courses and programs, the Academic Foundations Division, and faculty offices. Also located in this building are Student Support Services (KEY Center), the Tutoring Center, and the Reading Room.

Language Building

The Language Building contains classrooms and faculty offices.

Library

The VC/UHV Library is a joint library serving both Victoria College and the University of Houston-Victoria. The library occupies a three-story building with a seating capacity of over 300. Over thirty computer workstations provide access to the Internet, library electronic databases, and reference materials, as well as a selection of Microsoft Office applications. Other library facilities include conference rooms, study carrels and tables, leisure reading areas, and copiers.

Professional librarians are available to assist in locating information and using the library's resources. Interlibrary Loan is available to all students, faculty, and staff. The library also has a full program of bibliographic instruction.

The library's main collection contains over 400,000 print volumes, over 20,000 subscriptions to print and electronic journals, and over 500,000 items on microforms. The Local History Collection contains books on local and Texas history. The Archives/Special Collection section houses maps, photographs, manuscripts, and archives regarding the history of the Victoria region.

The library serves as a depository for federal documents. As a Regional Historical Resource Depository, the library houses a collection of historical records and documents from Victoria and surrounding counties.

The Library's audiovisual collection is located in the Media Center, on the second floor of the Library building. This facility houses approximately 7,500 audiovisual items, including compact discs, DVDs, and audio and video tapes.

Museum of the Coastal Bend

The Museum of the Coastal Bend serves the general public, tourists, college and university students, and in particular, the kindergarten through 12th grade students in Victoria and surrounding counties. The mission of the Museum of the Coastal Bend is to enhance the appreciation and enjoyment of the region's heritage. The purpose of the museum is four-fold: to collect, to preserve, to exhibit, and to interpret the history and heritage of the region. For more information visit www.MuseumoftheCoastalBend.org.

Sports Center

The Sports Center features one basketball court; two volleyball courts; aerobics room; fitness room; dressing facilities for students, faculty, and staff; and faculty offices.

Student Center

The Student Center features an atrium area, dining area, The Cove (VC's convenience store) which includes a Subway restaurant, student computer lab, a big screen TV, pool tables, air hockey tables, Student Activities Office, Bookstore, and meeting rooms.

The Victoria College Bookstore is located in the Student Center and serves the students, faculty, and staff of both Victoria College and University of Houston-Victoria. The Bookstore has been established to provide books, supplies, and other related materials essential to meet the educational mission of the institutions it serves. Regular hours are maintained Monday through Friday. Additional hours are posted for registration periods or special events.

Student Services Building

The Student Services Building (formerly the Administration Building) houses the Offices of the Vice President of Student Services, Admissions & Records, Advising & Counseling Services, Financial Aid, Payments Office, Pre-College Programs, Title V, the Welcome Center, and the Office of Institutional Effectiveness, Research and Assessment. Also located in this building are the President, the Vice President of Instruction, and the Vice President of College Advancement & External Affairs.

Technology Center

The Technology Center houses state-of-the-art computer labs, classrooms, and faculty offices. Technology support, and Cafe Espresso are also located in the building.

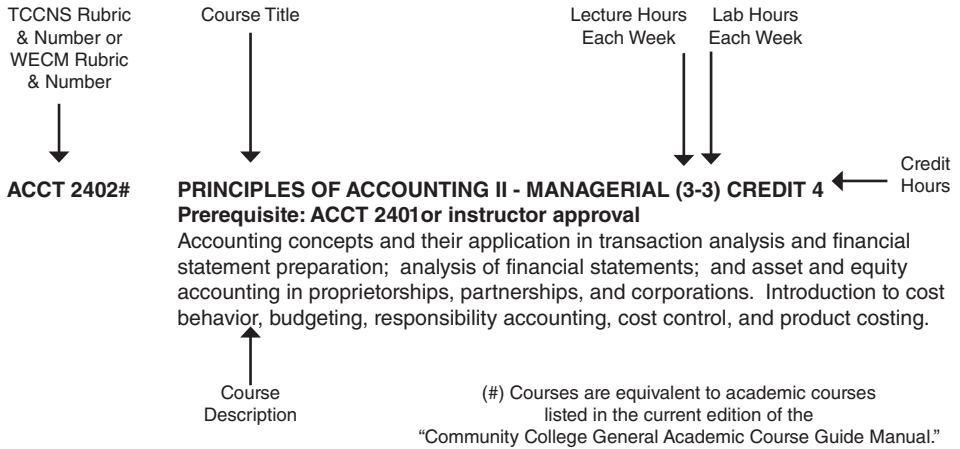
William A. Wood Building

The William A. Wood Building houses classrooms and laboratories for instrumentation and electronics, process technology, and welding. Each lab is outfitted with the latest machines, tools, computers, and equipment to provide students an opportunity for training that meets current industry requirements.

Courses are listed in alphabetical order by
TCCNS Rubric and WECM Rubric.

Course Descriptions

Explanation of Items in Course Descriptions



Courses are listed in alphabetical order by TCCNS Rubric and WECM Rubric.

- ACCT 2401# PRINCIPLES OF ACCOUNTING I - FINANCIAL (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading and Math or instructor approval
 Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.
- ACCT 2402# PRINCIPLES OF ACCOUNTING II - MANAGERIAL (3-3) CREDIT 4**
Prerequisite: A grade of C or better in ACCT 2401 or instructor approval
 Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.
- ACNT 1303 INTRODUCTION TO ACCOUNTING I (3-1) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math or instructor approval
 A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
- ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING (2-2) CREDIT 3**
Prerequisite: ACNT 1303 or ACCT 2401 or instructor approval
 Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.
- ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING (3-0) CREDIT 3**
Prerequisite: ACNT 1303 or ACCT 2401 or instructor's approval
 A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.
- AGRI 1419 INTRODUCTORY ANIMAL SCIENCE (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading
 Scientific animal agriculture. Topics covered would include animal reproduction, nutrition, management and marketing of various agriculturally important species. The course includes related laboratory activities and field trips.
- ARTS 1301# ART APPRECIATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 An introduction to the visual arts and an analysis of the elements, principles, problems, and techniques of the artist.
- ARTS 1303# HISTORY OF ART I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 Survey of world art from prehistoric times to the Renaissance.
- ARTS 1304# HISTORY OF ART II (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Writing and Reading
 Survey of world art from the Renaissance through the 20th century.

- ARTS 1311# DESIGN I (2-4) CREDIT 3**
Introductory course in the study and application of the elements and principles of design. Studio work involves solving design problems using both traditional media and computer based graphic applications. Includes introduction to Adobe Photoshop and Adobe Illustrator.
- ARTS 1316# DRAWING I (2-4) CREDIT 3**
A study of the fundamentals of drawing: line, proportion, perspective, value, and form. Studio work involves specific problems that explore each of the fundamentals using techniques in black and white media.
- ARTS 1317# DRAWING II (2-4) CREDIT 3**
Prerequisite: ARTS 1316 or permission of instructor
Expansion of ARTS 1316. More emphasis is given to the expressive and conceptual aspects of drawing. A variety of media and techniques are explored.
- ARTS 1325# ART FUNDAMENTALS (2-4) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Writing and Reading
An introduction to the basic elements of design, drawing, painting, ceramics, and sculpture. Slide lectures introduce each of the areas followed by applied studio problems.
- ARTS 2316# PAINTING I (2-4) CREDIT 3**
Studio work exploring color theory, painting techniques, and pictorial problems from art historical periods through contemporary styles using oil and acrylic paint.
- ARTS 2317# PAINTING II (2-4) CREDIT 3**
Prerequisite: ARTS 2316 or permission of the instructor
A continuation of Painting I with expressive and conceptual aspects of painting explored.
- ARTS 2323# LIFE DRAWING (2-4) CREDIT 3**
Prerequisite: ARTS 1316 or permission of the instructor
Basic study of the human form and figure drawing.
- ARTS 2346# CERAMICS I (2-4) CREDIT 3**
Beginning instruction in basic techniques of hand-built and wheel-thrown ceramic construction, glazing, and firing. The craft and art of ceramics are explored through contemporary and historical approaches to decorative, conceptual, and functional forms.
- ARTS 2347# CERAMICS II (2-4) CREDIT 3**
Prerequisite: ARTS 2346 or permission of instructor
A continuation of Ceramics I with additional instruction and advanced work in ceramics processes and concepts. Students are encouraged to pursue their unique vision.
- ARTS 2348# DIGITAL ART I – PHOTOGRAPHY (2-4) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading, Writing, and Math.
Introduction to basics of digital photography and image manipulations using Adobe Photoshop and a variety of input and output devices. Learning includes camera operations, basics of using Adobe Photoshop, inkjet printer, and flatbed scanner. Emphasis on composition, photographic techniques, and the study of history and contemporary ideas to develop an understanding of photographic aesthetics.

- ARTS 2349# DIGITAL ART II - PHOTOGRAPHY (2-4) CREDIT 3**
Prerequisite: ARTS 2348 or permission of instructor
Advance level course in digital photography, with the emphasis on advanced digital image manipulation techniques. Includes working with SLR digital camera and large format inkjet printer. The students are encouraged to develop and pursue their unique vision.
- ARTS 2356# PHOTOGRAPHY I - BLACK AND WHITE (2-4) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading, Writing, and Math
Introduction to the basics of black and white photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.
- ARTS 2357# PHOTOGRAPHY II - BLACK AND WHITE (2-4) CREDIT 3**
Prerequisite: ARTS 2356 or permission of instructor
Continuing studies and instructions in techniques, aesthetics, and history of black and white photography. Instructions include working with studio lighting equipment, medium and large format cameras, and making archival black and white prints. The students are encouraged to develop and pursue their unique vision.
- BCIS 1305# BUSINESS COMPUTER APPLICATIONS (2-3) CREDIT 3**
(For Business Majors)
Prerequisites: Texas Success Initiative complete or consent of instructor
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. A student may receive credit by passing a Departmental Exam for this course.
NOTE: No Credit if COSC 1301 is taken.
- BIOL 1322# NUTRITION & DIET THERAPY (3-0) CREDIT 3**
Prerequisite: A grade of C or better in one semester of college-level chemistry, CHEM 1406 is recommended, plus Texas Success Initiative complete in Reading and Writing.
Recommended: Completion of one semester of college-level biology.
Biochemistry, physiology and metabolism of carbohydrates, lipids, proteins, vitamins and minerals; nutrient digestion, absorption and transport; nutrient requirements and deficiencies; dietary surveillance; life stage nutrition; evaluation of nutritional claims.
- BIOL 1406# GENERAL BIOLOGY FOR SCIENCE MAJORS I (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading, Writing, and Math.
General biology for science majors and pre-professionals in health sciences. Presentation of basic concepts in biology including chemical basis of life, cytology, metabolism, and genetics. Laboratory exercises complement and reinforce lecture material.
- BIOL 1407# GENERAL BIOLOGY FOR SCIENCE MAJORS II (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading, Writing, and Math.
Recommended: BIOL 1406
General biology for science majors and pre-professionals in health sciences. Presentation of basic concepts in biology including evolution; biodiversity; structure and function of plants, animals, and other organisms; and ecology. Laboratory exercises complement and reinforce lecture material.

- BIOL 1408# GENERAL BIOLOGY I, FOR NON-MAJORS (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
Fundamentals and principles of living organisms including properties of life, organization, functional evolutionary adaptation, classification, and ecology. Emphasis includes cells and tissues, plant studies, and use of speciation keys. Laboratory is required.
- BIOL 1409# GENERAL BIOLOGY II, FOR NON-MAJORS (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
Fundamentals and principles of living organisms including properties of life, organization, functional evolutionary adaptation, classification. Emphasis is placed on overviews of animal structure, and functional adaptation and genetics. Laboratory is required.
- BIOL 2306# ENVIRONMENTAL BIOLOGY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
This course will examine human interactions, with and effects, upon plant and animal communities and the physical environment. Emphasis will be on conservation, pollution, water, energy, and other contemporary concerns. Study will be based on class participation in such activities as reports, panels, outside speakers, and field trips.
- BIOL 2401# HUMAN ANATOMY AND PHYSIOLOGY I (3-3) CREDIT 4**
Prerequisite: A grade of "C" or better in one semester of college-level biology or chemistry, CHEM 1406 is recommended, plus Texas Success Initiative complete in Reading and Writing.
Recommended: One semester of college-level biology.
Structure and function study of the following: introduction of the human body, cells, tissues, integumentary system, skeletal system, muscle, and nervous system. Laboratory is coordinated with the lecture and includes the use of the microscope, fresh and preserved specimens, along with anatomical charts and models. Various electronic instruments are used to measure and record physiological data.
- BIOL 2402# HUMAN ANATOMY AND PHYSIOLOGY II (3-3) CREDIT 4**
Prerequisite: BIOL 2401 with a "C" or better
Structure and function of the following: endocrine system, circulatory system, respiratory system, digestive system, metabolism, excretion, fluid and electrolytes, and reproduction. Laboratory is coordinated with the lecture and includes the use of fresh and preserved specimens, along with anatomical charts and models. Various electronic instruments are used to measure and record physiological data.
- BIOL 2404# INTRODUCTORY ANATOMY AND PHYSIOLOGY (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
Recommended: Successful completion of a freshman Lab Science Course or the successful completion of 12 hours of college level coursework. A one-semester course that includes structure and function of the human integumentary, musculoskeletal, neuroendocrine, circulatory, respiratory, digestive, urinary, and reproductive systems. Laboratory is coordinated with the lecture and includes the use of preserved specimens, along with histological slide preparations, anatomical charts, and models. This course is designed for the allied health student who needs a single semester of Human Anatomy and Physiology. This course will not substitute for BIOL 2401 or as a prerequisite for BIOL 2402.

- BIOL 2420# MICROBIOLOGY (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
Recommended: Successful completion or concurrent enrollment in a college-level chemistry or introductory anatomy and physiology.
Biology 2420 is a study of microorganisms including the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms are used in selected laboratory exercises that progressively develop skills in aseptic handling, staining, nourishing, detecting metabolic products, and studying diagnostic features of bacteria.
- BMGT 1327 PRINCIPLES OF MANAGEMENT (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading
Concepts, terminology, principles, theories, and issues in the field of management.
- BMGT 1341 BUSINESS ETHICS (3-0) CREDIT 3**
Prerequisite: 15 Semester Credit Hours of college work. Texas Success Initiative complete in Reading and Writing.
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.
- BMGT 2382 COOP ED-BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (1-19) CREDIT 3**
Prerequisite: Division approval required
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
NOTE: Students must be employed in an appropriate position prior to the first class meeting.
- BUSG 2309 SMALL BUSINESS MANAGEMENT ENTREPRENEURSHIP (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.
- BUSI 1301# BUSINESS PRINCIPLES (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading & Writing
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.
- BUSI 1307# PERSONAL FINANCE (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math.
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.
- BUSI 2301# BUSINESS LAW (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
Principles of law which form the legal framework for business activity.

- CETT 1307 FUNDAMENTALS OF ELECTRONICS (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Math.
Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.
- CETT 1325 DIGITAL FUNDAMENTALS (2-4) CREDIT 3**
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.
- CETT 1341 SOLID STATE CIRCUITS (2-4) CREDIT 3**
Prerequisite: CETT 1403 or Instructor Approval
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.
- CETT 1345 MICROPROCESSOR (2-4) CREDIT 3**
Prerequisite: CETT 1349 or Instructor Approval
An introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools.
- CETT 1349 DIGITAL SYSTEMS (2-4) CREDIT 3**
Prerequisite: CETT 1325 or Instructor Approval
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large scale integrated circuits.
- CETT 1357 LINEAR INTEGRATED CIRCUITS (2-4) CREDIT 3**
Prerequisite: CETT 1341
A study of characteristics, operations, and testing of linear integrated circuits. Applications include instrumentation and active filtering.
- CETT 1403 DC CIRCUITS (3-3) CREDIT 4**
A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws, and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.
- CETT 1405 AC CIRCUITS (3-3) CREDIT 4**
Prerequisite: CETT 1403 or Instructor Approval
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers and resonance.
- CHEM 1406# INTRODUCTORY CHEMISTRY (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading and Math.
A course in general, organic, and biological chemistry for nonscience and allied health majors. Topics covered will include structure of the atom, stoichiometry, solutions, gas laws, equilibrium, acids, bases, salts and buffers, organic structures and nomenclature, functional groups, lipids, carbohydrates, proteins, and nucleic acids. Related laboratory exercises are performed during the semester.

- CHEM 1411# GENERAL COLLEGE CHEMISTRY I (3-3) CREDIT 4**
Prerequisite: A grade of "C" or better in MATH 1314 or more advanced college mathematics course plus Texas Success Initiative complete in Reading.
A course in general chemistry for science majors, pre-medical, pre-dental, engineering, and other students who plan to take subsequent courses in chemistry. The course emphasizes atomic and molecular structure, bonding, stoichiometry, properties of gases, chemical reactions, thermochemistry, the periodic table, liquids and solids, and solutions. Related laboratory exercises are performed during the semester.
- CHEM 1412# GENERAL COLLEGE CHEMISTRY II (3-3) CREDIT 4**
Prerequisite: A grade of C or better in CHEM 1411
A continuation of Chemistry 1411. The course emphasizes equilibrium, kinetics, acid-base concepts, thermodynamics, electrochemistry, descriptive chemistry of common elements and compounds, and a brief introduction to organic compounds. Related laboratory exercises are performed during the semester.
- CHEM 2123# ORGANIC CHEMISTRY I LAB (0-3) CREDIT 1**
Prerequisite: A grade of C or better in CHEM 1412; Corequisite: CHEM 2323
Laboratory exercises focusing on the techniques of organic chemistry laboratory. Designed to complement topics in CHEM 2323.
- CHEM 2125# ORGANIC CHEMISTRY II LAB (0-3) CREDIT 1**
Prerequisite: CHEM 2123 and 2323; Corequisite: CHEM 2325
Laboratory exercises focusing on the spectroscopy and organic syntheses. Designed to complement topics in CHEM 2325.
- CHEM 2323# ORGANIC CHEMISTRY I LECTURE (3-0) CREDIT 3**
Prerequisite: A grade of C or better in CHEM 1412; Corequisite: CHEM 2123
The first semester of a two-semester sequence in organic chemistry for chemistry majors and preprofessional students. Topics covered include alkanes, alkenes, alkyl halides, and alcohols. Also covered are nomenclature, stereochemistry, and mechanisms of electrophilic addition and nucleophilic substitution reactions.
- CHEM 2325# ORGANIC CHEMISTRY II LECTURE (3-0) CREDIT 3**
Prerequisite: A grade of C or better in CHEM 2123 and 2323; Corequisite: CHEM 2125
A continuation of CHEM 2323 covering in part aromatic compounds, carbonyl compounds, organometallic reagents, amines, and spectroscopy.
- COSC 1301# INTRODUCTION TO COMPUTING (2-3) CREDIT 3**
Prerequisites: Texas Success Initiative complete or consent of instructor.
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet. A student may receive credit by passing a Department Exam for this course. Note: No credit if BCIS 1305 is taken.

- COSC 1315# FUNDAMENTALS OF PROGRAMMING (Logic) (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math or consent of instructor.
 Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structure, input/output devices, and disks/files.
- COSC 1436# PROGRAMMING FUNDAMENTALS I (JAVA) (3-3) CREDIT 4**
Prerequisite: A grade of D or better in COSC 1315 OR previous college credit programming language or consent of instructor.
 Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. The course is taught in JAVA.
- COSC 1437# PROGRAMMING FUNDAMENTALS II (JAVA) (3-3) CREDIT 4**
Prerequisite: A grade of C or better in COSC 1436 OR previous college credit programming language or consent of instructor.
 Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Course is taught using JAVA.
- CRIJ 1301# INTRODUCTION TO CRIMINAL JUSTICE (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 History, philosophy, and ethical consideration of criminal justice; the nature and impact of crime; and an overview of criminal justice systems, including law enforcement and court procedures.
- CRIJ 1306# COURT SYSTEMS AND PRACTICES (3-0) CREDIT 3**
Prerequisite: CRIJ 1301 or CRIJ 1307
 Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.
- CRIJ 1307# CRIME IN AMERICA (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.
- CRIJ 1310# FUNDAMENTALS OF CRIMINAL LAW (3-0) CREDIT 3**
Prerequisite: CRIJ 1301 or CRIJ 1307
 Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations and criminal responsibility.
- CRIJ 2301# COMMUNITY RESOURCES IN CORRECTIONS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment.

- CRIJ 2313# CORRECTIONAL SYSTEMS AND PRACTICES (3-0) Credit 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Corrections in the criminal justice systems; organization of correctional system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.
- CRIJ 2314# CRIMINAL INVESTIGATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.
- CRIJ 2323# LEGAL ASPECTS OF LAW ENFORCEMENT (3-0) CREDIT 3**
Prerequisite: CRIJ 1301, CRIJ 1306 or CRIJ 1307
Policy authority, responsibilities, constitutional constraints, laws of arrest, search and seizure, and police liability.
- CRIJ 2328# POLICE SYSTEMS AND PRACTICES (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction and current and future issues.
- CTEC 2680 COOPERATIVE EDUCATION-CHEMICAL TECH/TECHNICIAN (1-39) CREDIT 6**
Prerequisite: AAS in Process Technology or Approval of Instructor.
Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component.
- DAAC 1317# BASIC COUNSELING SKILLS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
An overview of basic counseling skills.
- DFTG 1325 BLUEPRINT READING AND SKETCHING (3-0) CREDIT 3**
An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.
- DRAM 1310# INTRODUCTION TO THEATRE (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
Introduction to the fundamentals of acting, technical production, design, directing, and theatre management. This course is designed to give students a better appreciation and understanding of dramatic art. Includes the opportunity to work with departmental productions. Student participation & presentations may be videotaped for educational purposes.
- DRAM 1351# ACTING I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
Introduction to the basic theories, styles, and methods of acting. This includes increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis is placed on the mechanics of voice, body, emotion, and analysis as tools of the actor. Includes working with departmental productions. Student participation & presentations may be videotaped for educational purposes.

- DRAM 1352# ACTING II (3-0) CREDIT 3**
Prerequisite: Acting I or consent of instructor
 Study of theories, styles, and methods of acting. This includes increased sensory awareness, ensemble performing, character analysis, and script analysis. Strong emphasis on character development. Includes working with departmental productions. Student participation & presentations may be videotaped for educational purposes.
- DRAM 2351# ACTING III (3-0) CREDIT 3**
Prerequisite: Consent of instructor and Acting I or II
 Continued study of theories, styles, and methods of acting for movies and television. Strong emphasis on character development. Includes working with departmental productions. Student participation & presentations may be videotaped for educational purposes.
- DRAM 2352# ACTING IV (3-0) CREDIT 3**
Prerequisite: Consent of instructor and Acting III
 Advanced study of theories, styles, and methods of acting for movies and television. Strong emphasis on character development. Includes working with departmental productions. Student participation & presentations may be videotaped for educational purposes.
- ECON 2301# PRINCIPLES OF MACROECONOMICS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math.
 An analysis of the economy as a whole, including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.
- ECON 2302# PRINCIPLES OF MICROECONOMICS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math.
 Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
- EDUC 1300# LEARNING FRAMEWORK: ON COURSE (3-0) CREDIT 3**
 A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. EDUC 1300 is equivalent to PSYC 1300; credit will not be given for both EDUC 1300 and PSYC 1300. EDUC 1300 may substitute for SDEV 0301.

- EDUC 1301# INTRODUCTION TO THE TEACHING PROFESSIONS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
An enriched and integrated pre-service course and content experience that provides active recruitment and support for undergraduates interested in careers in teaching and opportunities to participate in early field experiences for the purpose of introducing and analyzing the culture of schooling and classrooms. Course includes 16 hours of field experience. State-mandated field-of-study course for elementary teacher certification, grades four through eight.
- EDUC 2301# INTRODUCTION TO SPECIAL POPULATIONS (3-0) CREDIT 3**
Prerequisite: EDUC 1301
An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course includes 16 hours of field experience in P-12 classrooms with special populations.
- EECT 1303 INTRODUCTION TO TELECOMMUNICATIONS (2-4) CREDIT 3**
Prerequisite: CETT 1341 or Instructor Approval
An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.
- EMSP 1160 CLINICAL, EMERGENCY MEDICAL TECHNICIAN - BASIC (0,0,5) CREDIT 1**
Prerequisite: Admission into the EMSP Program
Corequisites: EMSP 1501 & 2237
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- EMSP 1261 CLINICAL, EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC 1 (0,0,8) CREDIT 2**
Prerequisite: Admission into the EMSP Program
Corequisites: EMSP 1355, 1356, & 1438
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. At the completion of this course, the student will be able to perform a comprehensive history and physical exam, develop differential diagnoses, establish and/or maintain a patent airway, oxygenate, and ventilate a patient, implement and evaluate a trauma care plan; perform venapuncture for phlebotomy and IV fluid infusion; safely prepare and administer medications, and communicate & document all pertinent information.
- EMSP 1355 TRAUMA MANAGEMENT (2,2,0) CREDIT 3**
Prerequisite: Admission into the EMSP Program
Corequisites: EMSP 1356 & 1438
Knowledge and skills in the assessment and management of patients with traumatic injuries. Upon completion of this course, the student will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression; implement the treatment plan for the trauma patient; and integrate multiple determinates of trauma conditions into clinical care.

- EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (2,2,0) CREDIT 3**
Prerequisite: Admission into the EMSP Program
Corequisites: EMSP 1355 & 1438
 Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.
- EMSP 1438 INTRODUCTION TO ADVANCED PRACTICE (3,3,0) CREDIT 4**
Prerequisite: Admission into the EMSP Program
 Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.
- EMSP 1501 EMERGENCY MEDICAL TECHNICIAN (5,1,0) CREDIT 5**
Prerequisite: Admission into the EMSP Program. Prior approval from EMSP Program Office
Corequisites: EMSP 1160 & 2237
 Preparation for certification as an Emergency Medical Technician (EMT). Upon completion of this course, the student should be able to apply operational principles in out-of-hospital environment; demonstrate life saving care to patients at the Emergency Medical Technical (EMT) level; and display professional and ethical behaviors expected of emergency personnel.
- EMSP 2237 EMERGENCY PROCEDURES (1,4,0) CREDIT 2**
Prerequisite: Admission into the EMSP Program
Corequisite: EMSP 1160 and 1501
 Application of emergency medical procedures. This course was designed to be repeated multiple times to improve student proficiency.
- EMSP 2243 ASSESSMENT BASED MANAGEMENT (1,3,0) CREDIT 2**
Prerequisite: Admission into the EMSP Program
Corequisites: EMSP 1355, 1356, 1438, 2330, 2338, 2434, & 2444
 A capstone experience covering comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. Upon completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients with common complaints.
- EMSP 2262 CLINICAL, PARAMEDIC II (0,0,9) CREDIT 2**
Prerequisite: Admission into the EMSP Program
Corequisites: EMSP 2330, 2434 & 2444
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. At the completion of this course, the paramedic student will be able to integrate pathophysiological principles and assessment findings to analyze differential diagnoses and develop, implement and evaluate care plans for patients with respiratory, cardiovascular, neurological, and endocrine, allergic/anaphylactic, gastroenterologic, urologic, toxic exposure, hematopoietic, infectious/communicable disease, behavioral, and gynecological emergencies; normal and abnormal labor; and neonatal, pediatric, geriatric, abuse/assault, psychosocial, and chronic care emergencies; and communicate and document all pertinent information.
- EMSP 2330 SPECIAL POPULATIONS (2,2,0) CREDIT 3**
Prerequisite: Admission into the EMSP Program
 Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

- EMSP 2338 EMS OPERATIONS (3,0,0) CREDIT 3**
Prerequisite: Admission into the EMSP Program
 Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
- EMSP 2352 EMERGENCY MEDICAL SERVICES RESEARCH (3,0,0) CREDIT 3**
Prerequisite: Admission into the EMSP Program or permission of the instructor
 Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized.
- EMSP 2363 (EMSP 2263) CLINICAL, EMS CAPSTONE (0,0,15) CREDIT 3**
Prerequisite: Admission into the EMSP Program
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. At the completion of this course, the paramedic student will be able to manage the scene of an emergency; perform a comprehensive history and physical exam; integrate patho-physiological principles and assessment findings to analyze differential diagnoses and develop, implement and evaluate care plans within the scope of practice authorized by medical control; and communicate and document all pertinent information.
- EMSP 2434 MEDICAL EMERGENCIES (3,2,0) CREDIT 4**
Prerequisite: Admission into the EMSP Program
 Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.
- EMSP 2444 CARDIOLOGY (3,3,0) CREDIT 4**
Prerequisite: Admission into the EMSP Program
 Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.
- ENGL 0300 SEE INRW 0300**
- ENGL 0301 SEE INRW 0301**
- ENGL 1301# COMPOSITION I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
- ENGL 1302# COMPOSITION II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

- ENGL 2307# CREATIVE WRITING I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing
 Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.
- ENGL 2311# TECHNICAL WRITING (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
- ENGL 2322# BRITISH LITERATURE I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of the development of British literature from the Anglo-Saxon period to the eighteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
- ENGL 2323# BRITISH LITERATURE II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
- ENGL 2327# AMERICAN LITERATURE I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
- ENGL 2328# AMERICAN LITERATURE II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
- ENGL 2332# WORLD LITERATURE I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
- ENGL 2333# WORLD LITERATURE II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301
 A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

- ENTC 1301** **ROBOTICS I (2-3) CREDIT 3**
Prerequisite: CETT 1403
An introduction to Robotics/Automation. Includes history, terminology, classification of robots, basic components, control systems, alternating current and hydraulic servomechanisms, programming, sensors, types of drive, end-or-arm tooling, end effectors, safety, and design procedures.
- ENVR 1301#** **ENVIRONMENTAL SCIENCE I (3-0) CREDIT 3**
Prerequisite: Four hours of a laboratory science and Texas Success Initiative complete in Reading
A general interest course that offers a multiple disciplinary approach in basic concepts of biology, chemistry, and geology and relates scientific knowledge to problems involving energy and the environment. A field trip to Aransas Wildlife Refuge or to Matagorda Island is required. This course is primarily designed as a non-laboratory science/elective.
- FIRS 1103** **FIREFIGHTER FITNESS AND AGILITY PREPARATION (0,3) CREDIT 1**
Prerequisite: Must be enrolled in the basic fire academy or fire science degree program
Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.
- FIRS 1319** **FIREFIGHTER CERTIFICATION IV (2-3) CREDIT 3**
Prerequisite: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1329** **FIREFIGHTER CERTIFICATION VI (2-3) CREDIT 3**
Prerequisites: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1401** **FIREFIGHTER CERTIFICATION I (2-4) CREDIT 4**
Prerequisite: Admission into the Firefighting Program
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1407** **FIREFIGHTER CERTIFICATION II (2-4) CREDIT 4**
Prerequisite: Admission into the Firefighting Program
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***

- FIRS 1413** **FIREFIGHTER CERTIFICATION III (2-4) CREDIT 4**
Prerequisite: Admission into the Firefighting Program
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1423** **FIREFIGHTER CERTIFICATION V (2-4) CREDIT 4**
Prerequisites: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRS 1433** **FIREFIGHTER CERTIFICATION VII (2-4) CREDIT 4**
Prerequisites: FIRS 1401, 1407 and 1413
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION***
- FIRT 1301** **FUNDAMENTALS OF FIRE PROTECTION (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
Orientation to the Fire Service, career opportunities, and related fields.
- FIRT 1307** **FIRE PREVENTION CODES AND INSPECTIONS (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
Local building and fire prevention codes. Fire prevention inspections, practices, and procedures.
- FIRT 1319** **FIREFIGHTER HEALTH AND SAFETY (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
Firefighter occupational safety and health in emergency and non-emergency situations.
- FIRT 1333** **FIRE CHEMISTRY 1 (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics.
- FIRT 1338** **FIRE PROTECTION SYSTEMS (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.
- FIRT 1329** **BUILDING CODES AND CONSTRUCTION (3-0) CREDIT 3**
Prerequisite: Admission into the Fire Science Program
Examination of building codes and requirements, construction types, and building materials. Includes walls, flooring, foundations, and various roof types and the associated dangers of each.

- GEOG 1303# WORLD REGIONAL GEOGRAPHY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
The study of world regional geography designed to introduce a global understanding of human societies in relation to physical and cultural environments. In exploring selected regions of the world, the course will introduce basic concepts associated with physical geography including climatology and physiography, as well as topics related to human geography including historical geography, spatial analysis, demography, urbanization, and economic development.
- GEOL 1305# ENVIRONMENTAL GEOLOGY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
The earth as a habitat. A synthesis of knowledge from different disciplines of geology including geomorphology, petrology, hydrology, and structural geology. Interrelationships between humans and the environment will be discussed. Other topics include resource management of petroleum, gas, and water (including treatment); aspects of pollution and waste disposal; and alternative energy resources. Geologic factors in urban and regional land use planning will also be examined. A field trip is required.
- GEOL 1403# PHYSICAL GEOLOGY (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
The earth is studied as a dynamic planet as well as the relationship of the earth's present-day processes, earthquakes, volcanism, and plate tectonics that influence the earth. The nature of minerals and rocks, geologic time, and earth processes are covered in lab to give a more comprehensive understanding of physical geology. A field trip is required.
- GEOL 1404# HISTORICAL GEOLOGY (3-3) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
An introduction to historical geology, including a review of the hypotheses of the earth's origin, the significance of fossils, the origin and character of selected geologic formations, stratigraphy, and the development of the North American continent. One time frame, the Mesozoic, highlights the development of dinosaurs. A field trip is required.
- GOVT 2305# FEDERAL GOVERNMENT (3-0) CREDIT 3**
(Federal Constitution & Topics)
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.
- GOVT 2306# TEXAS GOVERNMENT (3-0) CREDIT 3**
(Texas Constitution & Topics)
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

- HIST 1301# UNITED STATES HISTORY I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.
- HIST 1302# UNITED STATES HISTORY II (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.
- HIST 2301# TEXAS HISTORY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.
- HIST 2311# WESTERN CIVILIZATION I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.
- HIST 2312# WESTERN CIVILIZATION II (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.
- HIST 2327 MEXICAN-AMERICAN HISTORY TO 1876 (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Economic, political, social and cultural development of Mexican-Americans in pastoral North America (May be applied to U.S. History requirement.)
- HIST 2328 MEXICAN-AMERICAN HISTORY FROM 1876 TO THE PRESENT (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 Economic, political, social, and cultural development of Mexican-Americans in the modern United States (May be applied to U.S. History requirement.)

- HITT 1305** **MEDICAL TERMINOLOGY I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading.
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
- HITT 2340**
(HITT 2240) **ADVANCED MEDICAL BILLING AND REIMBURSEMENT (2-2) CREDIT 3**
Prerequisite: POFM 2310 or instructor approval
Skill development coding to prepare reimbursement forms in various health care settings for submission to payors.
- HPRS 2200** **PHARMACOLOGY FOR HEALTH PROFESSIONS (2-0) CREDIT 2**
Prerequisite: Admission to the ADN program or special permission of the ADN Program Chair.
Corequisites: RNSG 1219, RNSG 1423, and RNSG 1260 or RNSG 1327 and RNSG 1261
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, client education, and calculation of dosages. Introduction to the principles of pharmacology with an explanation of ethnic, cultural, and age considerations in drug therapy. The three systems most commonly used to calculate drug dosages will be reviewed. Conversion from one system to another will be illustrated. Emphasis will be on accuracy in calculating dosages. Prototype drugs will be used to illustrate each drug category with emphasis on nursing implications.
- HRPO 1311** **HUMAN RELATIONS (3-0) CREDIT 3**
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.
- INRW 0001** **SPECIAL TOPICS; (0-1) CREDIT 0**
INRW 0001 serves as a bridge to Integrated Reading and Writing I (INRW 0300) for students whose placement scores fall within a specified range. Students who enroll in INRW 0001 must also enroll in a designated section of INRW 0300. INRW 0001 focuses on strengthening fundamental reading and writing skills.
- INRW 0003** **SPECIAL TOPICS; (0-1) CREDIT 0**
INRW 0003 serves as a bridge to Integrated Reading and Writing II (INRW 0301) for students whose placement scores fall within a specified range. Students who enroll in INRW 0003 must also enroll in a designated section of INRW 0301. INRW 0003 focuses on strengthening intermediate reading and writing skills.
- INRW 0005** **SPECIAL TOPICS; (0-1) CREDIT 0**
INRW 0005 serves as a bridge to Composition I (ENGL 1301) for students whose placement scores fall within a specified range. Students who enroll in INRW 0005 must also enroll in a designated section of ENGL 1301. INRW 0005 focuses on strengthening academic writing skills in preparation for college level writing.
- INRW 0016** **P.A.S.S. PREP FOR ACADEMIC STUDENT SUCCESS (0-1) CREDIT 0**
This course is designed to improve students' reading and writing skills in order to help provide a greater opportunity for success on both the reading and writing portions of the placement exam. INRW 0016 focuses on critical reading and academic writing.

- INRW 0300 (ENGL 0300 READ 0300) INTEGRATED READING AND WRITING I (3-1) CREDIT 0**
Placement in this course is determined by a student's lowest score between the English and reading sections on the approved TSI Assessment.
 This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on building critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates basic academic reading and writing skills to compose a variety of academic texts. This is a course with a required lab.
- INRW 0301 (ENGL 0301 & READ 0301) INTEGRATED READING AND WRITING II (3-1) CREDIT 0**
Prerequisite: A grade of SC or higher in ENGL 0300 and READ 0300 or INRW 0300 or the stated placement score on both the English and reading sections of the approved TSI Assessment.
 This is a combined lecture/lab, performance-based course designed to advance students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course uses intermediate academic reading and writing skills to compose a variety of academic texts. This is a course with a required lab. The course fulfills TSI requirements for reading and writing.
- INTC 1343 APPLICATION OF INDUSTRIAL AUTOMATIC CONTROL (2-4) CREDIT 3**
Pre/Corequisite: INTC 1401 or Instructor Approval
 A study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops.
- INTC 1355 UNIT OPERATIONS (2-4) CREDIT 3**
Pre/Corequisite: INTC 1343 or Instructor Approval
 Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis.
- INTC 1356 INSTRUMENTATION CALIBRATION (2-4) CREDIT 3**
Pre/Corequisite: INTC 1343 or Instructor Approval
 A study of techniques for calibrating electronic and pneumatic transmitters, controllers, recorders, valves, and valve positioners including tear down, assembly, alignment, and calibration of equipment.
- INTC 1357 AC/DC MOTOR CONTROL (2-2) CREDIT 3**
Prerequisite: CETT 1405 or Instructor Approval
 A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.
- INTC 1401 PRINCIPLES OF INDUSTRIAL MEASUREMENTS I (3-3) CREDIT 4**
 Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.
- INTC 2330 INSTRUMENTATION SYSTEMS TROUBLESHOOTING (2-2) CREDIT 3**
Prerequisite: INTC 1343 or Instructor Approval
 In-depth coverage of the techniques of troubleshooting in a complex instrumented environment. Laboratory exercises require troubleshooting upsets in chemical processes.

- INTC 2336** **DISTRIBUTED CONTROL AND PROGRAMMABLE LOGIC (2-4) CREDIT 3**
Prerequisite: INTC 1343 or Instructor Approval
An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.
- INTC 2680** **COOPERATIVE EDUCATION - INSTRUMENTATION TECHNOLOGY/TECHNICIAN (1-39) CREDIT 6**
Prerequisite: AAS in Instrumentation or Instructor Approval
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and employer, the student combines classroom learning with work experience. Includes a lecture component.
- ITCC 1340** **SWITCHING BASICS (2-4) CREDIT 3**
Prerequisite: A grade of C or better in ITNW 1325, or consent of instructor.
Internet Protocol addressing techniques, command line interface configuration of switches, Ethernet switching, and protocols associated with Virtual Local Area Networks (VLANs).
- ITNW 1325** **FUNDAMENTALS OF NETWORKING TECHNOLOGIES (2-3) CREDIT 3**
Prerequisite: TSI complete in Reading and Math, or consent of instructor.
Instruction on networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.
- ITNW 1351** **FUNDAMENTALS OF WIRELESS LANs (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading or consent of instructor.
Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.
- ITNW 2305** **NETWORK ADMINISTRATION (MICROSOFT) (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading or consent of instructor.
Topics include network components, user accounts and groups, network file systems, file systems security, and network printing.
- ITNW 2312** **ROUTERS (2-4) CREDIT 3**
Prerequisites: A grade of C or better in ITNW 1325 or consent of instructor.
Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.
- ITNW 2335** **NETWORK TROUBLESHOOTING AND SUPPORT (2-4) CREDIT 3**
Prerequisites: Completion or concurrent enrollment in ITNW 2312, ITCC 1340, ITSY 2342, and ITSC 2339.
Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software.

- ITSC 1325 PERSONAL COMPUTER HARDWARE & OS (A+) (2-3) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading or consent of instructor.
 Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Also an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. A student may receive credit for this course by passing the CompTIA A+ exams.
- ITSC 2339 PERSONAL COMPUTER HELP DESK SUPPORT (2-2) CREDIT 3**
Prerequisite: A grade of C or better in ITSC 1325 or consent of instructor.
 Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.
- ITSY 2301 FIREWALLS AND NETWORK SECURITY (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math or consent of instructor.
 Identify elements of firewall design, types of security threats, and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.
- ITSY 2342 INCIDENT RESPONSE AND HANDLING (2-4) CREDIT 3**
Prerequisite: A grade of C or better in ITSY 2301 or consent of instructor
 In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.
- MATH 0001 SPECIAL TOPICS IN DEVELOPMENTAL MATH - PRE-ALGEBRA (0-1) CREDIT 0**
 MATH 0001 serves as a refresher of MATH 0300 topics before taking MATH 0301. This track will require students to sign up for a special section of MATH 0001 and MATH 0301. With successful completion of MATH 0001 the student will be placed in MATH 0301.
- MATH 0003 SPECIAL TOPICS IN DEVELOPMENTAL MATH – ELEMENTARY ALGEBRA (0-1) CREDIT 0**
 MATH 0003 serves as a refresher of MATH 0301 topics before taking MATH 0303. This track will require students to sign up for a special section of MATH 0003 and MATH 0303. With successful completion of MATH 0003 the student will be placed in MATH 0303.
- MATH 0005 SPECIAL TOPICS IN DEVELOPMENTAL MATH–INTERMEDIATE ALGEBRA (0-1) CREDIT 0**
 MATH 0005 serves as a refresher of MATH 0303 topics before taking MATH 1314. This track will require students to sign up for a special section of MATH 0005 and MATH 1314. With successful completion of MATH 0005 the student will be placed in MATH 1314.
- MATH 0016 P.A.S.S. PREP FOR ACADEMIC STUDENT SUCCESS (0-1) CREDIT 0**
 This course is designed to improve upon students' math skills in order to help provide a greater opportunity for success on the math portion of the placement exam. Topics range from basic arithmetic through algebra; including, but not limited to, operations on numbers, linear equations, factoring, quadratics, rational expression, radicals, and appropriate applications.

- MATH 0301 BEGINNING ALGEBRA (3-0) CREDIT 0**
Prerequisite: A grade of S or SA or SB or SC in Math 0300 or at least the minimum score of 336 made on the TSI Assessment.
This course is designed for students who have a good understanding of basic mathematics and pre-algebra concepts. Students should be ready to master fundamental algebraic manipulations. Topics include the real and complex number systems, fundamental algebraic skills, solving equations, inequalities, exponents, polynomials, factoring, graphing, word problems, quadratic equations, and concepts from geometry.
- MATH 0303 INTERMEDIATE ALGEBRA (3-0) CREDIT 0**
Prerequisite: A grade of S or SA or SB or SC in Math 0301 or at least the minimum score in the acceptable range of the TSI Assessment.
A study of relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.
- MATH 0305 FOUNDATIONAL MATHEMATICS (2-3) CREDIT 0**
This course is designed to assist students whose score on the TSI Assessment demonstrated a need for improvement in Math concepts. This course will prepare students for successful completion of a college level math course. Students will progress concept by concept from basic mathematics through intermediate algebra.
- General Prerequisites for the following math courses:
Students must be Texas Success Initiative (TSI) complete in mathematics to take college level mathematics courses.*
- MATH 1314# COLLEGE ALGEBRA (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in mathematics.
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
- MATH 1316# PLANE TRIGONOMETRY (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates, and parametric equations may be included.
- MATH 1324# MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES I (finite mathematics) (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314
Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.
- MATH 1325# MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES II (business calculus) (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1324.
Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business.

- MATH 1332# COLLEGE MATHEMATICS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Math.
Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. May not be used as a prerequisite for any other mathematics course.
- MATH 1342# STATISTICS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Math.
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
- MATH 1350# FUNDAMENTALS OF MATHEMATICS I (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314.
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.
- MATH 1351# FUNDAMENTALS OF MATHEMATICS II (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1314.
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.
- MATH 2312# PRECALCULUS (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 1316.
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.
- MATH 2413# CALCULUS I (4-0) CREDIT 4**
Prerequisite: A grade of C or better in MATH 2312 OR a score of 600 on the math portion of the SAT OR a score of 29 on the math portion of ACT.
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.
- MATH 2414# CALCULUS II (4-0) CREDIT 4**
Prerequisite: A grade of C or better in MATH 2413.
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.
- MATH 2415# CALCULUS III (4-0) CREDIT 4**
Prerequisite: A grade of C or better in MATH 2414.
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's theorem, the Divergence theorem, and Stokes' theorem.

- MATH 2320# DIFFERENTIAL EQUATIONS (3-0) CREDIT 3**
Prerequisite: A grade of C or better in MATH 2414.
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.
- MCHN 1343 MACHINE SHOP MATHEMATICS (3-0) CREDIT 3**
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.
- MLAB 1201 INTRODUCTION TO CLINICAL LABORATORY SCIENCE (1-3-0) CREDIT 2**
Prerequisite: Admission to MLT program
An introduction to medical laboratory science, structure, equipment, and philosophy. Topics include quality control, laboratory math, safety, laboratory equipment, laboratory settings, accreditation, and certification. Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.
- MLAB 1227 COAGULATION (2-1-0) CREDIT 2**
Prerequisite: Admission to MLT program
A course in coagulation theory, procedures, and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods.
- MLAB 1231 PARASITOLOGY/MYCOLOGY (2-1-0) CREDIT 2**
Prerequisite: Admission to MLT program
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety.
- MLAB 1311 URINALYSIS AND BODY FLUIDS (2-2-0) CREDIT 3**
Prerequisite: Admission to MLT program
An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance, and safety .
- MLAB 1335 IMMUNOLOGY/SEROLOGY (3-1-0) CREDIT 3**
Prerequisite: Admission to MLT program
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety.
- MLAB 1415 HEMATOLOGY (3-4-0) CREDIT 4**
Prerequisite: Admission to MLT program
The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cells maturation sequences, and normal and abnormal morphology with associated diseases.

- MLAB 2371 ADVANCED TOPICS IN CLINICAL LABORATORY SCIENCE I (3-0-0)**
CREDIT 3
Prerequisite: Admission to MLT program
This course is designed to introduce the student to advanced topics in a case study format to enhance critical thinking skills. The topics will present the role of the Clinical Laboratory in diagnosis and treatment of diseases of different organs/systems. The course will integrate the separate disciplines of the Clinical Laboratory Sciences to allow the student to gain a broad perspective of laboratory medicine. Students will select and discuss the proper laboratory tests necessary to aid in the diagnosis and treatment of diseases of the upper and lower respiratory tracts, genitourinary tract, gastrointestinal tract, skin, and the central nervous system. The student will give two oral presentations of case studies and utilize computer application software, internet research and e-mail.
- MLAB 2372 ADVANCED TOPICS IN CLINICAL LABORATORY SCIENCE II (3-0-0)**
CREDIT 3
Prerequisite: Admission to MLT program
This course is designed to introduce the student to advanced topics in a case study format to enhance critical thinking skills. The topics will present the role of the Clinical Laboratory in diagnosis and treatment of diseases of different organs/systems. The course will integrate the separate disciplines of the Clinical Laboratory Sciences to allow the student to gain a broad perspective of laboratory medicine. Students will select and discuss the proper laboratory tests necessary to aid in the diagnosis and treatment of diseases of the heart, liver, pancreas, endocrine system, and blood/bone marrow. The student will give two oral presentations of case studies and utilize computer application software, internet research and e-mail. Students will take an exit exam covering all of the MLAB courses.
- MLAB 2401 CLINICAL CHEMISTRY (3-4-0) CREDIT 4**
Prerequisite: Admission to MLT program
An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values, safety, basic chemical laboratory technique, electrolytes, acid-base balance, proteins, carbohydrates, lipids, enzymes, endocrine function, and toxicology.
- MLAB 2431 IMMUNOHEMATOLOGY (3-4-0) CREDIT 4**
Prerequisite: Admission to MLT program
A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn.
- MLAB 2434 MICROBIOLOGY (3-4-0) CREDIT 4**
Prerequisite: Admission to MLT program
Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results.

- MLAB 2460 CLINICAL I-CLINICAL/MEDICAL LABORATORY TECHNICIAN (0-0-24)
CREDIT 4**
Prerequisite: Admission to MLT program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Performance of procedures in phlebotomy, hematology, coagulation, urinalysis, immunology-serology, microbiology, clinical chemistry, and immunohematology in an affiliated medical laboratory facility. Areas stressed will be specimen collection and processing, quality control, preventive maintenance, laboratory safety, significance of abnormal results, and the utilization of Laboratory Information Systems.
- MLAB 2461 CLINICAL II-CLINICAL/MEDICAL LABORATORY TECHNICIAN (0-0-24)
CREDIT 4**
Prerequisite: Admission to MLT program
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Performance of procedures in phlebotomy, hematology, coagulation, urinalysis, immunology-serology, microbiology, clinical chemistry, and immunohematology in an affiliated medical laboratory facility. Areas stressed will be specimen collection and processing, quality control, preventive maintenance, laboratory safety, significance of abnormal results, and the utilization of Laboratory Information Systems.
- MRKG 1311 PRINCIPLES OF MARKETING (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.
- MUAP 1203 FRESHMAN VIOLIN (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of violin playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1204 FRESHMAN VIOLIN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1203
This is a continuation of MUAP 1203. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1207 FRESHMAN VIOLA (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of viola playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 1208 FRESHMAN VIOLA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1207
This is a continuation of MUAP 1207. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1211 FRESHMAN CELLO (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of cello playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1212 FRESHMAN CELLO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1211
This is a continuation of MUAP 1211. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1213 FRESHMAN BASS (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of bass playing. Topics studied will include the fundamentals of technique (posture, proper instrument and bow holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1214 FRESHMAN BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1213
This is a continuation of MUAP 1213. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1215 FRESHMAN ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of electric bass playing. Topics studied will include the fundamentals of technique (posture, proper instrument holding, scales, shifting, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.

- MUAP 1216 FRESHMAN ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1215
This is a continuation of MUAP 1215. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 1219 FRESHMAN FLUTE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of flute playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1220 FRESHMAN FLUTE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1219
This is a continuation of MUAP 1219. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1223 FRESHMAN OBOE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of oboe playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed making, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1224 FRESHMAN OBOE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1223
This is a continuation of MUAP 1223. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1227 FRESHMAN BASSOON (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of bassoon playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed making, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 1228 FRESHMAN BASSOON (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1227
This is a continuation of MUAP 1227. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1231 FRESHMAN CLARINET (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of clarinet playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed selection, mouthpiece selection, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1232 FRESHMAN CLARINET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1231
This is a continuation of MUAP 1231. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1235 FRESHMAN SAXOPHONE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of saxophone playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, reed selection, mouthpiece selection, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1236 FRESHMAN SAXOPHONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1235
This is a continuation of MUAP 1235. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1239 FRESHMAN TRUMPET (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of trumpet playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 1240 FRESHMAN TRUMPET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1239
This is a continuation of MUAP 1239. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1243 FRESHMAN FRENCH HORN (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of French Horn playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1244 FRESHMAN FRENCH HORN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1243
This is a continuation of MUAP 1243. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1247 FRESHMAN TROMBONE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of trombone playing. Topics studied will include the fundamentals of technique (posture, breathing, positions, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1248 FRESHMAN TROMBONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1247
This is a continuation of MUAP 1247. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1251 FRESHMAN BARITONE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of baritone playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 1252 FRESHMAN BARITONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1251
This is a continuation of MUAP 1251. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1255 FRESHMAN TUBA (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of tuba playing. Topics studied will include the fundamentals of technique (posture, breathing, fingering, scales, tonguing, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1256 FRESHMAN TUBA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1255
This is a continuation of MUAP 1255. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 1259 FRESHMAN PERCUSSION (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of percussion playing. Topics studied will include the fundamentals of technique (posture, physical technique for a variety of percussion instruments, scales, etudes), music repertoire from at least three contrasting periods in musical history, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 1260 FRESHMAN PERCUSSION (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1259
This is a continuation of MUAP 1259. Repertoire that requires more complex technical skills from at least three eras will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 1263 FRESHMAN GUITAR (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach students the fundamentals of classical guitar technique. Topics studied will include technique (posture, proper instrument holding, proper fingering for both hands, different positions on the fingerboard, scales, shifting), music repertoire from both the classical and popular styles, and stage performance skills. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.

- MUAP 1264 FRESHMAN GUITAR (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1263
This is a continuation of MUAP 1263. Repertoire that requires more complex technical skills from several style periods will be studied. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 1267 FRESHMAN ORGAN (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair.
Students must have significant piano experience or written consent of the instructor to enroll in organ lessons. This course will teach fundamentals of organ playing. Topics studied will include the fundamentals of technique (posture, hand position, seating, pedal work), registration, music repertoire from the Baroque to present day, and performance skills. Students must have at least scales and 3 pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.
- MUAP 1268 FRESHMAN ORGAN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1267
This is a continuation of MUAP 1267. Repertoire will include compositions from eras different than those studied in MUAP 1267 and more complex technical skills. Students must have at least scales and 3 pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.
- MUAP 1271 FRESHMAN PIANO (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair.
Students may enroll in individual piano instruction after completing 4 semesters of Class Piano or with written consent of the instructor. This course will teach fundamental concepts in order to develop the playing ability of the student. Topics studied will include the fundamentals of technique (posture, hand position, seating, scales, etudes), memorization skills, music reading skills as needed, music representative of various periods in musical history, and stage performance skills. Students must have at least scales and 3 pieces prepared for their jury and perform one composition from memory on the departmental recital.
- MUAP 1272 FRESHMAN PIANO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1271
This is a continuation of MUAP 1271. Repertoire will include compositions from eras different than those studied in MUAP 1271 and more complex technical skills. Students must have at least scales and 3 additional pieces prepared for their jury and perform one composition from memory on the departmental recital. Two of these pieces must be memorized for their jury.
- MUAP 1283 FRESHMAN VOICE (1-1) CREDIT 2**
Prerequisite: Consent of Department Chair
This course will teach fundamental vocal concepts in order to develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian or Latin,) music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have 3 songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.

- MUAP 1284 FRESHMAN VOICE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1283
This course is a continuation of MUAP 1283. It will continue to develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian, Latin, German), music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have 4 songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUAP 2203 SOPHOMORE VIOLIN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1204
This is a continuation of MUAP 1204. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1204. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2204 SOPHOMORE VIOLIN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2203
This is a continuation of MUAP 2203. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2203. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2207 SOPHOMORE VIOLA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1208
This is a continuation of MUAP 1208. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1208. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2208 SOPHOMORE VIOLA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2207
This is a continuation of MUAP 2207. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2207. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2211 SOPHOMORE CELLO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1212
This is a continuation of MUAP 1212. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1212. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 2212 SOPHOMORE CELLO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2211
This is a continuation of MUAP 2205. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2205. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2213 SOPHOMORE BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1214
This is a continuation of MUAP 1214. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1214. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2214 SOPHOMORE BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2213
This is a continuation of MUAP 2213. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2213. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2215 SOPHOMORE ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1216
This is a continuation of MUAP 1216. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1216. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 2216 SOPHOMORE ELECTRIC BASS (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2215
This is a continuation of MUAP 2215. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2215. Students must have scales and at least 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 2219 SOPHOMORE FLUTE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1220
This is a continuation of MUAP 1220. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1220. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 2220 SOPHOMORE FLUTE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2219
This is a continuation of MUAP 2219. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2219. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2223 SOPHOMORE OBOE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1224
This is a continuation of MUAP 1224. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1224. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2224 SOPHOMORE OBOE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2223
This is a continuation of MUAP 2223. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2223. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2227 SOPHOMORE BASSOON (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1228
This is a continuation of MUAP 1228. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1228. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2228 SOPHOMORE BASSOON (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2227
This is a continuation of MUAP 2227. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2227. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2231 SOPHOMORE CLARINET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1232
This is a continuation of MUAP 1232. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1232. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 2232 SOPHOMORE CLARINET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2231
This is a continuation of MUAP 2231. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2231. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2235 SOPHOMORE SAXOPHONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1236
This is a continuation of MUAP 1236. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1236. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2236 SOPHOMORE SAXOPHONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2235
This is a continuation of MUAP 2235. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2235. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2239 SOPHOMORE TRUMPET (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1240
This is a continuation of MUAP 1240. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1240. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2240 SOPHOMORE TRUMPET (1-1) CREDIT 2**
Prerequisite: A grade of CC or higher in MUAP 2239
This is a continuation of MUAP 2239. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2239. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2243 SOPHOMORE FRENCH HORN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1244
This is a continuation of MUAP 1244. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1244. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 2244 SOPHOMORE FRENCH HORN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2243
This is a continuation of MUAP 2243. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2243. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2247 SOPHOMORE TROMBONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1248
This is a continuation of MUAP 1248. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1248. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2248 SOPHOMORE TROMBONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2247
This is a continuation of MUAP 2247. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2247. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2251 SOPHOMORE BARITONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1252
This is a continuation of MUAP 1252. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1252. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2252 SOPHOMORE BARITONE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2251
This is a continuation of MUAP 2251. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2251. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2255 SOPHOMORE TUBA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1256
This is a continuation of MUAP 1256. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1256. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.

- MUAP 2256 SOPHOMORE TUBA (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2255
This is a continuation of MUAP 2255. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2255. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces. 1 piece or movement of a composition must be prepared with an accompanist.
- MUAP 2259 SOPHOMORE PERCUSSION (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1260
This is a continuation of MUAP 1260. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1260. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 2260 SOPHOMORE PERCUSSION (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2259
This is a continuation of MUAP 2259. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2259. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 2263 SOPHOMORE GUITAR (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1264
This is a continuation of MUAP 1264. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1264. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 2264 SOPHOMORE GUITAR (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2263
This is a continuation of MUAP 2263. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2263. Students must have at least scales, 2 etudes and 3 pieces prepared for their jury and perform one composition on the departmental recital. They must also have started 3 additional pieces.
- MUAP 2267 SOPHOMORE ORGAN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1268
This is a continuation of MUAP 1268. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1268. Students must have at least scales and 3 pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.

- MUAP 2268 SOPHOMORE ORGAN (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2267
This is a continuation of MUAP 2267. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2267. Students must have at least scales and 3 pieces prepared for their jury and perform one composition on the departmental recital. If no organ is available for the department recital, students will play for others in performance such as a church prelude, offertory, or postlude.
- MUAP 2271 SOPHOMORE PIANO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1272
This is a continuation of MUAP 1272. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 1272. Students must have at least scales and 3 pieces prepared for their jury and perform one composition from memory on the departmental recital. 2 of these pieces or movements of a composition must be memorized for the student's jury.
- MUAP 2272 SOPHOMORE PIANO (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2271
This is a continuation of MUAP 2271. Repertoire will include more difficult, longer, and more technically and musically challenging compositions than those studied in MUAP 2271. Students must have at least scales and 3 pieces prepared for their jury and perform one composition from memory on the departmental recital. 2 of these pieces or movements of a composition must be memorized for the student's jury.
- MUAP 2283 SOPHOMORE VOICE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 1284
This course is a continuation of MUAP 1284. It will further develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian, Latin, German, Spanish), music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have 5 songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUAP 2284 SOPHOMORE VOICE (1-1) CREDIT 2**
Prerequisite: A grade of C or higher in MUAP 2283
This course is a continuation of MUAP 2283. It will further develop the singing ability of the student. Topics studied will include the fundamentals of singing (breathing, posture, head and chest registers, relaxed tone), vocal warm-ups, practice techniques, diction (English, Italian, Latin, German, Spanish, French), music representative of various periods in musical history, stage performance skills and tips for vocal health. Students must have 6 songs in at least two different languages memorized for their jury and perform one composition from memory on the departmental recital.
- MUEN 1100 GUITAR ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The guitar ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of guitar ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.

- MUEN 1121 CONCERT BAND (0-3) CREDIT 1**
The music department offers two years of training in the reading and performing of music for the concert band and wind ensembles. The repertoire covers the finest materials from band music literature.
- MUEN 1123 JAZZ ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The music department offers this course to train musicians in the styles of popular music which include Dixieland, swing, and various styles of jazz to contemporary form. The course includes training in improvisation.
- MUEN 1131 MEGA-SAX JAZZ ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The mega-sax ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of saxophone ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.
- MUEN 1133 PERCUSSION ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The percussion ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of percussion ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.
- MUEN 1135 BRASS ENSEMBLE (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
The brass ensemble provides students with performance experience in the chamber music setting by exposing the student to the standard repertoire of brass ensemble literature as well as more recent, avant-garde, and popular literature for this performance medium.
- MUEN 1137 MARIACHI DE VICTORIA (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
Participation in the Mariachi de Victoria is open to all students who like to perform a variety of traditional instrumental and vocal mariachi music. Performances include concerts in and around Victoria.
- MUEN 1139 JAZZ COMBO (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
This course is available to both majors and non-majors who possess a desire to rehearse and perform outstanding jazz combo repertoire with musical understanding and artistic intent. Students will also focus on the nuances of playing in a small ensemble setting including listening, communicating, and improvisation. This course will also offer students a better understanding of jazz history and jazz theory.
- MUEN 1141 COLLEGE CHOIR (0-3) CREDIT 1**
Participation in the College Concert Choir is open to all students who like to sing a variety of musical styles and improve their choral techniques. Performances include concerts in and around Victoria, may include a musical, and may include a concert with the Victoria Symphony Orchestra.

- MUEN 1151 CHORALIERS (0-3) CREDIT 1**
Prerequisite: Written permission of the instructor.
 This course is a select group of voices chosen for additional musical performance and training, including trio and quartet work as well as ensemble. Repertoire includes madrigals and light popular works.
- MUEN 1231 COMMERCIAL MUSIC ENSEMBLE (1-3) CREDIT 2**
Prerequisite: Written permission of the instructor.
 Students will be participating in a small commercial music ensemble concentrating on commercial music performance styles. Emphasis is placed on learning a wide variety of popular music styles heard on radio, television, soundtracks, and Web-based music distribution systems. This course involves the rehearsal and performance of contemporary pop and commercial styles, including rock, jazz, rhythm and blues, soul, folk, urban styles, country, and world beat. Guitarists, bassists, keyboardists, and drummers learn all the grooves, from Latin to country and rock, and become fluent in commercial notation systems, while sharpening their improvisational skills. Vocalists learn songs in a variety of genres and work as both lead and background singers. All of our musicians are part of a live band, with multiple performances a semester.
- MUSI 1116# SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: Texas Success Initiative complete in Reading
Corequisite: MUSI 1311
 This course is designed to improve the sight singing and ear training skills of music majors using drills to develop aural awareness. Melodic, harmonic, and rhythmic dictation are emphasized.
- MUSI 1117# SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: Passing grade in MUSI 1116
Corequisite: MUSI 1312
 This course is a continuation of MUSI 1116 designed to improve the sight singing and ear training skills of music majors using drills to develop aural awareness. Melodic, harmonic, and rhythmic dictation are emphasized.
- MUSI 1159-2159# MUSICAL THEATER (0-5) CREDIT 1 EACH**
 This course is the study and performance of works from the musical theater repertoire.
- MUSI 1166-1167# CLASS WOODWIND (1-1) CREDIT 1 EACH**
Prerequisite for 1167: A grade of C or higher in MUSI 1166
 This course is designed to help students develop knowledge of woodwind techniques, pedagogy, and literature for use as future teachers and as conductors of ensembles. Students will also develop a beginner's level playing proficiency on these woodwind instruments and become familiar with the traits, resources, and idiomatic concerns associated with teaching woodwind instruments. Students will learn to play clarinet, flute, oboe, bassoon, and saxophone. If a student has high school experience playing any of the mentioned instruments, then another instrument should be substituted.

- MUSI 1168-2168# CLASS BRASS (1-1) CREDIT 1 EACH**
Prerequisite for 2168: A grade of C or higher in MUSI 1168
This course is designed to help students develop knowledge of brass techniques, pedagogy, and literature for their use as future teachers and as conductors of ensembles. Students will also develop a beginner's level playing proficiency on these brass instruments and become familiar with the traits, resources, and idiomatic concerns associated with teaching brass instruments. Students will learn to play trumpet, horn, and trombone and also become familiar with the tuba and baritone. If a student has high school experience playing trumpet, horn, or trombone, then baritone or tuba should be substituted for that instrument.
- MUSI 1181# CLASS PIANO (1-1) CREDIT 1**
Co-enrollment or completion of MUSI 1311
Class Piano 1181 is designed for beginning piano students. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 1182# CLASS PIANO (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 1181
Class Piano 1182 is a continuation of MUSI 1181. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 1183# CLASS VOICE (1-1) CREDIT 1**
Class Voice is a course designed for students who are beginning vocal studies. Students will receive both group and individual instruction. Students will learn techniques of proper posture, breathing, resonance, and diction. Students will also be introduced to basic vocal literature and prepare vocal selections for performance. Students will be encouraged to attend recitals and choral concerts to observe and evaluate other singers. Students may also work with each other on projects and other assignments.
- MUSI 1184# CLASS VOICE (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 1183
Class Voice is a course designed for students who are beginning vocal studies. Students will receive both group and individual instruction. Students will learn techniques of proper posture, breathing, resonance, and diction. Students will also be introduced to basic vocal literature and prepare vocal selections for performance. Students will be encouraged to attend recitals and choral concerts to observe and evaluate other singers. Students may also work with each other on projects and other assignments.
- MUSI 1188-2188# CLASS PERCUSSION (1-1) CREDIT 1 EACH**
Prerequisite for 2188: A grade of C or higher in MUSI 1188
This course is designed to help students develop knowledge of percussion techniques, pedagogy, and literature for their use as future teachers and as conductors of ensembles. Students will also develop a beginner's level playing proficiency on these percussion instruments and become familiar with the traits, resources, and idiomatic concerns associated with teaching percussion instruments. Students will learn to play snare drum, bass drum, drum set, hand drums, cymbals, mallet keyboards, timpani, and orchestral accessories.

- MUSI 1190-2190# CLASS STRING (1-1) CREDIT 1 EACH**
Prerequisite for MUSI 2190: A grade of C or better in MUSI 1190
 Class String 1190 is designed for beginning string instrument (violin, viola, violoncello, and string bass) students. Learning will take place primarily in class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class. Students will learn the basics of proper playing posture, technique, tuning, and note reading.
- MUSI 1192-1193# CLASS GUITAR (1-1) CREDIT 1 EACH**
Prerequisite for MUSI 1193: A grade of C or better in MUSI 1192
 Class Guitar is designed for beginning guitar studies. Learning will take place primarily in class. This is a self-paced, hands-on class. New concepts are introduced through demonstration and reinforced with group playing. Students must also reinforce these concepts with practice outside of class. Students will learn the basics of proper playing posture, classical guitar technique, tuning, note reading, and chord playing. In addition, students will learn to improvise, and play in an ensemble.
- MUSI 1304# FOUNDATIONS OF MUSIC (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is designed for the non-music major who may wish to elect it, and for the music major or minor who may desire a review of music materials. It is a study of the basic fundamentals of music with an introduction to melody, rhythm and harmony through written work and playing the recorder. This course does not count toward a degree in music.
- MUSI 1306# MUSIC APPRECIATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is a musical survey for non-music majors. Emphasis is placed upon the basic elements of music and learning to listen to large-scale works, stylistic differences between composers, and historical changes through the various genres of music from the Middle Ages to the present. This course does not count towards a degree in music.
- MUSI 1308# MUSIC LITERATURE I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is a musical survey of the literature, history, forms, and development of music from Ancient Times to 1770. (Offered spring of odd years only)
- MUSI 1309# MUSIC LITERATURE II (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course continues the survey of the literature, history, forms, and development of music from 1770 to the present. (Offered spring of even years only)
- MUSI 1310# AMERICAN MUSIC (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 This course is a musical survey for non-music majors to become familiar with the major developments in American popular music from the 1900s through the present. Students will be able to identify listening examples by form, period, and composer, as well as becoming familiar with the cultural environment in which the music was composed.

- MUSI 1311# MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading. Ability to read notes on the treble and bass staves; ability to read and count basic rhythms in 2/4, 3/4, and 4/4 using whole notes, dotted half notes, half notes, dotted quarter notes, quarter notes, eighth notes, dotted eighth notes, and sixteenth notes. A study guide is available from the department.
Corequisite: MUSI 1116
 Music Theory is a basic study of the material of counterpoint and harmony. The study is made through listening and observation of the literature. Lessons in application include activities in keyboard, composition, and analysis.
- MUSI 1312# MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: A passing grade in MUSI 1311
Corequisite: MUSI 1117
 Music Theory II is a continuation of MUSI 1311, a basic study of the material of counterpoint and harmony. The study is made through listening and observation of the literature. Lessons in application include activities in keyboard, composition, and analysis.
- MUSI 2116# ADVANCED SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: Passing grade in MUSI 1117
Corequisite: MUSI 2311
 A continuation of MUSI 1117, the sight singing portion includes singing of modulating melodies, and contrapuntal examples. More complex melodic, harmonic, and rhythmic dictation will be covered.
- MUSI 2117# ADVANCED SIGHT SINGING AND EAR TRAINING (1-1) CREDIT 1**
Prerequisite: Passing grade in MUSI 2116
Corequisite: MUSI 2312
 A continuation of MUSI 2116, the sight singing portion includes singing of non-tonal melodies and contrapuntal examples. More complex melodic, harmonic, and rhythmic dictation will be covered.
- MUSI 2181# CLASS PIANO (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 1182
 Class piano 2181 is a continuation of MUSI 1182. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 2182# CLASS PIANO (1-1) CREDIT 1**
Prerequisite: A grade of C or better in MUSI 2181
 Class piano 2182 is a continuation of MUSI 1182. Learning will take place primarily in class. This is a hands-on class. New concepts are introduced through demonstration and reinforced with drills. Students must reinforce these concepts with practice outside of class.
- MUSI 2192-2193# CLASS GUITAR (1-1) CREDIT 1 EACH**
Prerequisite for MUSI 2192: A grade of C or better in MUSI 1193
Prerequisite for MUSI 2193: A grade of C or better in MUSI 2192
 Class Guitar is designed for beginning guitar studies. Learning will take place primarily in class. This is a self-paced, hands-on class. New concepts are introduced through demonstration and reinforced with group playing. Students must also reinforce these concepts with practice outside of class. Students will learn the basics of proper playing posture, classical guitar technique, tuning, note reading, and chord playing. In addition, students will learn to improvise and play in an ensemble.

- MUSI 2311#** **ADVANCED MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: A passing grade in MUSI 1312
Corequisite: MUSI 2116
Advanced Music Theory is a continuation of the comprehensive approach used in MUSI 1312, with an emphasis upon traditional forms and harmony.
- MUSI 2312#** **ADVANCED MUSIC THEORY (3-0) CREDIT 3**
Prerequisite: A passing grade in MUSI 2311
Corequisite: MUSI 2117
Advanced Music Theory is a continuation of the comprehensive approach used in MUSI 2311, with an emphasis upon traditional forms and harmony using altered chords. There is also an introduction to 20th century materials.
- PHED 1103** **AEROBIC FITNESS (0-3) CREDIT 1**
The study and practice of physiological principles related to training programs for the development of flexibility, muscular strength, muscular endurance, cardiorespiratory endurance, and body composition.
- PHED 1104** **SOCIAL DANCE (0-3) CREDIT 1**
Social dance is a course designed to teach the student the fundamentals of a variety of dance styles including traditional ballroom (foxtrot, waltz, tango, swing), country/western (2 step, waltz, swing, polka), and Latin (merenque, rumba, cha cha, salsa). The course stresses good form, individual techniques, and performance. The emphasis of the course is on learning the techniques of the basic moves in the different dance rhythms. Check with the Physical Education department to see which style will be offered.
- PHED 1105** **BASKETBALL (0-3) CREDIT 1**
An activity course with emphasis on basic individual fundamental skills and strategies of basketball. Course will include instruction in: 1 on 1, 2 on 2, 3 on 3, and 5 on 5. Also included are group drills with emphasis on balance, agility, and conditioning that will enhance basketball success.
- PHED 1106** **BOWLING (0-3) CREDIT 1**
An activity course with emphasis on basic individual bowling skills and strategy. Instruction includes lecture, demonstration, individual drills, and intraclass competition. Also included is an overview of bowling history, scoring, etiquette, rules, terminology, and equipment.
- PHED 1107** **FITNESS WALKING (0-3) CREDIT 1**
An exercise program developed to assist students of any age, sex, background, and skill level to acquire the knowledge, skills, and attitudes necessary for participation in a fitness walking program.
- PHED 1108** **GOLF (0-3) CREDIT 1**
An activity course with emphasis on learning and developing the basic skills and techniques of golf through lectures, demonstrations, individual/group practices, and on-course application. Also included is an overview of golf history, etiquette, rules, terminology, and equipment.
- PHED 1109** **JAZZ DANCE (0-3) CREDIT 1**
This is an introductory course geared towards those with little or no jazz dance experience. Students will learn the fundamentals of jazz dance techniques through warm-ups, center, and across the floor combinations in various styles. Students will also learn anatomical terms, jazz dance history, and jazz dance vocabulary. Students are expected to attend class with an open mind and a willingness to actively participate each and every day.

- PHED 1110 SELF DEFENSE (0-3) CREDIT 1**
This course is an introduction to the fundamentals of several aspects of the “Martial Arts” including Karate, Kungfu, Judo, Jiu-Jitsu, and Aikido. There will be focus and emphasis on Karate and Judo. While class time will be focused on learning a karate form, time and attention will be spent on practical application. There will be some limited physical contact between all participants in this class.
- PHED 1111 TENNIS (0-3) CREDIT 1**
An activity course with emphasis on learning the basic skills and strategy of tennis through lectures, demonstrations of skills, individual/group practice drills, and intraclass competition. Also included is an overview of tennis history, scoring procedures, etiquette, rules, terminology, and equipment.
- PHED 1112 VOLLEYBALL (0-3) CREDIT 1**
An activity course with emphasis on the basic individual physical skills and strategy of volleyball. Instruction includes lecture, demonstration, individual and group drills, aerobic activities, and intraclass competition. Also included is an overview of volleyball history, scoring and officiating, etiquette, rules, terminology, and equipment use in volleyball.
- PHED 1114 WEIGHT TRAINING (0-3) CREDIT 1**
A physical fitness course designed to develop muscular strength and endurance through weight lifting. Free weights, universal multi-station and Badger Magnum machines will be used. Some aerobic activities will be included.
- PHED 1115 PHYSICAL FITNESS / WEIGHT TRAINING & CONDITIONING (0-3) CREDIT 1**
A fitness course specifically designed to study and practice physiological principles related to overall development of health-related fitness components. This course will concentrate on assisting students with individually designing a unique aerobic, weight training, and weight management program to meet each student’s goals and objectives.
- PHED 1116 YOGA (0-3) CREDIT 1**
Power Yoga integrates body and mind for total performance, and is therefore an effective means of achieving body/mind health. Stretching and deep breathing techniques for flexibility, stress reduction and relaxation, plus a variety of strength, endurance and cardiovascular training techniques using music to enhance the experience will be the focus of this class. Power Yoga is appropriate for all ages and all fitness levels to achieve and maintain overall health and fitness.
- PHED 1117 ARCHERY (0-3) CREDIT 1**
Archery is an activity course with emphasis on basic individual archery skills and strategy. Instruction includes lecture, demonstration, individual drills, and intraclass competition. Also included is an overview of archery history, equipment, etiquette, rules, and terminology.

PHED 1119 GROUP PHYSICAL FITNESS/WEIGHT TRAINING & CONDITIONING (0-3) CREDIT 1

A group fitness barbell weight course specifically designed to study and practice physiological principles related to overall development of health-related fitness components. This course will concentrate on assisting students with individually designing a unique weight training, aerobic, and weight management program to meet each student's goals and objectives.

This course will utilize BODYPUMP exercise workouts that will strengthen the entire body & challenge all major muscle groups. Choreographed workouts to inspiring music motivate students to reach their health-related fitness goals. Students will also participate in a variety of cardiovascular workouts, including, fitness walking, jogging, circuits, etc.

PHED 1120 PILATES (0-3) CREDIT 1

A physical fitness class designed to develop muscular strength and endurance through the methodology developed by Joseph Pilates. A variety of tools and methods will be used to achieve stated goals. Aerobic activity will also be incorporated into the class.

PHED 1121 SWIM CONDITIONING (0-3) CREDIT 1

This course is designed to teach and apply the principles of lifetime physical fitness, utilizing the five major components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility, and body composition. This course covers the mechanics of a variety of strokes, training methods, training principles, safety, with swim techniques that maximize fitness gains and minimize injuries.

PHED 1122 ADVANCED BASKETBALL (0-3) CREDIT 1

An advanced activity class with emphasis on learning the advanced skills and strategy of basketball through lectures, demonstration of skills, individual/group practice drills, and competition. Also included is training on strategic game play and conditioning for basketball.

PHED 1123 ADVANCED VOLLEYBALL (0-3) CREDIT 1

An advanced activity class with emphasis on learning the advanced skills and strategy of volleyball through lectures, demonstrations of skills, individual/group practices drills, and competition. Also included is training on strategic game play and conditioning for volleyball.

PHED 1125 LIFE GUARDING (0-3) CREDIT 1**Corequisites:**

1. Swim 300 yards continuously, using these strokes in the following order:

- 100 yards of front crawl using rhythmic breathing and a stabilizing, propellant kick
- 100 yards of breaststroke using a pull, breathe, kick and glide sequence.
- 100 yards of either the front crawl or breast stroke. The 100 yards may be a combination of crawl and breaststroke.

2. Starting in the water, swim 20 yards using front crawl or breaststroke, surface dive 7-10 feet, retrieve a 10 pound object, return to the surface, swim 20 yards back to the starting point with the object, and exit the water without using a ladder or steps, all within 1 minute, 40 seconds.

This course is designed to provide the student with the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities will prepare the student to recognize and respond quickly and effectively to emergencies and prevent drowning and injuries.

- PHED 1124 DANCE PERFORMANCE (0-3) CREDIT 1**
This is an advanced activity course geared towards those with advanced level of dance experience. Students will learn various advanced techniques and styles of dancing (Ballet, Hip Hop, Jazz, and Modern) in preparation for dance team performances throughout the semester. Students will focus on flexibility, conditioning, turns, jumps, and leaps. Students will also learn choreography, anatomical terms, dance theory, history, and vocabulary. Students must receive approval from the instructor to enroll in this class.
- PHED 1166# FIRST AID (0-3) CREDIT 1**
Instruction in and practice of first aid techniques.
- PHED 1308 SPORTS OFFICIATING I (3-0) CREDIT 3**
This course is designed to provide the student with the knowledge and expertise necessary to officiate intramural, junior high, and high school volleyball and basketball. The classroom component of this course will involve a thorough study of the volleyball and basketball rule books along with the psychology of officiating. The oncourt component of this course will develop the proper mechanics of officiating volleyball and basketball. This class will require the student to participate in oncourt activity relating to both volleyball and basketball.
- PHIL 1301# INTRODUCTION TO PHILOSOPHY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.
- PHIL 2306# INTRODUCTION TO ETHICS (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.
- PHIL 2321# PHILOSOPHY OF RELIGION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.
- PHYS 1315# PHYSICAL SCIENCE I (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math.
A course in physical science for non-science majors. The course examines the nature of scientific inquiry and how science and technology affect our lives. Students will have the opportunity to practice critical thinking skills and decision-making as they examine issues in science. Topics from: physics, chemistry, geology, astronomy, meteorology and life processes.

- PHYS 1401# GENERAL COLLEGE PHYSICS I (3-3) CREDIT 4**
Prerequisite: A “C” or better in MATH 1314 – College Algebra AND MATH 1316 – Plane Trigonometry OR MATH 2312/2412 Pre-Calculus
 This course is the first of a two-semester sequence which is a study of the basic laws and principles of physics and includes topics of mechanics, heat, vibrations, wave motion, and sound. Emphasis is on solutions to physics problems; a knowledge of algebra, geometry, and basic trigonometry is essential.
- PHYS 1402# GENERAL COLLEGE PHYSICS II (3-3) CREDIT 4**
Prerequisite: A “C” or better in PHYS 1401
 This course is the second course in a two semester sequence which is a study of the basic laws and principles of physics and includes the topics of electricity, magnetism, and light. Emphasis is on solutions to physics problems; a knowledge of algebra, geometry, and trigonometry is essential.
- PHYS 1410 ELEMENTARY PHYSICS (3-3) CREDIT 4**
Prerequisite: A “C” or better in Math 1332, Math 1314 or high school Algebra II
 This course is intended for liberal arts and other non-science majors who require a one-semester course with a laboratory component. The course is a study of the basic laws of physics and includes topics of mechanics, heat, vibrations, wave motion, and sound. Emphasis is on solutions to physics problems; a knowledge of Algebra is essential.
- PHYS 2425# MECHANICS, WAVE MOTION, AND HEAT FOR SCIENCE MAJORS (3-3) CREDIT 4**
Prerequisite: A “C” or better in MATH 2413 and registration in MATH 2414 and Texas Success Initiative complete in Reading and Math. Contact the instructor should you have any questions.
 A study of the laws of motion including linear and projectile motion, circular motion, rotational motion, and gravity. The relationship of energy and matter are also discussed through the study of heat and wave motions including sound. This course is designed for students majoring in Physics, Chemistry, or Engineering.
- PHYS 2426# ELECTRICITY, MAGNETISM, AND LIGHT FOR SCIENCE MAJORS (3-3) CREDIT 4**
Prerequisite: A grade of C or better in MATH 2414 and a C or better in PHYS 2425
 A study of electricity including laws governing static and dynamic charges. A study of simple electric circuits is also included. A study of the laws governing magnetism and the relationship with electrically charged particles. Properties of electromagnetic waves and light are also developed, including a study of properties of lenses. This course is designed for students majoring in physics, chemistry, or engineering.
- POFI 1204 COMPUTER FUNDAMENTALS (1-2) CREDIT 2**
Prerequisite: Familiarity with the PC. Note: No credit given if student has already taken COSC 1301 or BCIS 1305.
 Computer applications specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 1349 SPREADSHEETS (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
 Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

- POFI 2301 WORD PROCESSING (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 2331 DESKTOP PUBLISHING (2-2) CREDIT 3**
Prerequisite: A grade of C or better in POFI 2301 OR POFT 1328
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications.
- POFM 1300 BASIC MEDICAL CODING (3-0) CREDIT 3**
Prerequisite: A grade of C or better in HITT 1305
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.
- POFM 2310 INTERMEDIATE MEDICAL CODING (3-0) CREDIT 3**
Prerequisite: A grade of C or better in POFM 1300 or instructor approval
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.
- POFT 1319 RECORDS & INFORMATION MANAGEMENT I (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
Introduction to basic records information management filing systems including manual and electronic filing.
- POFT 1328 BUSINESS PRESENTATIONS (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
Skill development in planning and conducting business presentations including communication and media skills. This course is designed to be repeated multiple times to improve student proficiency.
- POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION (2-2) CREDIT 3**
Prerequisite: A grade of C or better in ENGL 1301 or instructor approval
Development of writing and presentation skills to produce effective business communications.
- POFT 2321 MACHINE TRANSCRIPTION (2-2) CREDIT 3**
Prerequisite: A grade of C or better in BCIS 1305 or POFI 1204 or COSC 1301 or instructor approval
Production of mailable documents using transcription techniques.
- POFT 2331 ADMINISTRATIVE SYSTEMS (2-2) CREDIT 3**
Prerequisite: Curriculum Coordinator approval
Advanced concepts of project management and office procedures integrating software applications.

- PSYC 2301# GENERAL PSYCHOLOGY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.
- PSYC 2314# LIFESPAN GROWTH AND DEVELOPMENT (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301.
 Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.
- PSYC 2315# PSYCHOLOGY OF ADJUSTMENT (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301.
 Study of the processes involved in adjustment of individuals to their personal and social environments.
- PSYC 2319# SOCIAL PSYCHOLOGY (3-0) CREDIT 3**
Prerequisite: A grade of C or better in PSYC 2301.
 Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.
- PTAC 1302 INTRO TO PROCESS TECHNOLOGY (3-1) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Math
 An introduction overview of the various processing industries. This is a survey of all process technology courses in the program. Topics include the roles, responsibilities, and work environment of a process technician; basic processes, equipment and systems; safety, environmental, and quality concepts.
- PTAC 1308 SAFETY, HEALTH AND ENVIRONMENT I (3-1) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
 An overview of safety, health, and environmental issues in the performance of all job tasks. Topics include components of a typical plant safety and environmental program; the role of a process technician in relation to safety, health, and environment; and safety, health, and environmental equipment uses.
- PTAC 1354 INDUSTRIAL PROCESSES (3-1) CREDIT 3**
Prerequisite: A grade of C or better in PTAC 1410 and 1432
 The study of the common types of industrial processes.
- PTAC 1410 PROCESS TECHNOLOGY I - EQUIPMENT (3-2) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 1302 or Program Coordinator approval
 Introduction to the use of common process equipment. Topics include process equipment components, terminology to describe components of process equipment, basic functions of process equipment, and the scientific principles associated with process equipment.
- PTAC 1432 PROCESS INSTRUMENTATION I (3-2) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 1302 or Program Coordinator approval
 Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting.

- PTAC 2314 PRINCIPLES OF QUALITY (2-2) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Math
Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement.
- PTAC 2348 SAFETY, HEALTH AND ENVIRONMENT II (3-0) CREDIT 3**
Continued instruction in the application of concepts presented in Safety, Health, and Environment I. Emphasis on emergency response concepts. Topics include demonstration of appropriate response to emergency situations; recognition of hazardous situations for personnel, environment, and community; and application of team skills in response to emergency situations.
- PTAC 2420 PROCESS TECHNOLOGY II – SYSTEMS (3-3) CREDIT 4**
Prerequisite: A grade of C or better in PTAC 1410 and 1432
A study of the various process systems, including related scientific principles. Topics included the purpose, function and operation of common process systems, such as distillation, reaction systems, heat exchanger, cooling towers, and steam generation.
- PTAC 2438 PROCESS TECHNOLOGY III – OPERATIONS (3-3) CREDIT 4**
Prerequisite: PTAC 2420
This course emphasizes activities associated with the hands-on operation of process equipment. Students write and follow procedures and operate actual equipment.
- PTAC 2446 PROCESS TROUBLESHOOTING (3-3) CREDIT 4**
Prerequisite: PTAC 2420
Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning.
- PTHA 1160 CLINICAL –PHYSICAL THERAPIST ASSISTANT (0-0-4) CREDIT 1**
Prerequisite: Admission to the PTA Program
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional for 4-8 hours a week for a total of 64 hours in the semester. This course provides the second semester Physical Therapist Assistant (PTA) student with initial exposure to a clinic setting and supervised application of previously learned techniques and skills in the rehabilitation of patients. The focus is on safe, legal, ethical, and effective use of physical therapy interventions. This course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the healthcare field. Supervision of the student at the beginning level is provided by the staff of the affiliating institution and is coordinated by the college faculty. This course is the first of three Clinical Practice courses in the PTA Program.

- PTHA 1201 THE PROFESSION OF PHYSICAL THERAPY (2-0-0) CREDIT 2**
Prerequisite: Admission to the PTA Program
Introduction to the profession of physical therapy and the role of the physical therapist assistant. This course provides general information regarding the field of physical therapy (P.T.) to those persons who have been admitted into the program or who have an interest in the profession of P.T. The course focuses on the history and development of the profession, its relationship to the health care delivery system in the United States, the settings utilized in the delivery of therapy, and an exploration of the roles and functions of the workers in the field and their part on the healthcare team. The development of the professional organization (American Physical Therapy Association) and its purpose are presented as well as the general ethical, legal principles, and state laws relating to the delivery of physical therapy.
- PTHA 1262 CLINICAL – PHYSICAL THERAPIST ASSISTANT (0-0-8) CREDIT 2**
Prerequisite: Admission to the PTA Program
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional for approximately 20 hours a week for a total of 128 hours in the semester. This course provides the third semester Physical Therapist Assistant (PTA) student with supervised application of previously learned techniques and skills in the rehabilitation of patients. The focus is on safe, legal, ethical, and effective use of physical therapy interventions. This course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the healthcare field. Supervision of the student at the intermediate level is provided by the staff of the affiliating institution and is coordinated by the college faculty. This course is the second of three Clinical Practice courses in the PTA Program.
- PTHA 1305 BASIC PATIENT CARE SKILLS (2-4-0) CREDIT 3**
Prerequisites: Admission to the PTA Program
This course covers the application of basic patient handling, functional skills, communication, and selected data collection techniques. It provides the future Physical Therapist Assistant (PTA) with an exposure to the duties that relate to the PTA scope of practice to include the principles and techniques of basic gait training with assistive devices, universal precautions, treatment preparation, client positioning, and clinic maintenance. The course also fosters the development of communication skills and interpersonal relationships with clients and colleagues in the health care field.
- PTHA 1321 PATHOPHYSIOLOGY FOR THE PTA (3-0-0) CREDIT 3**
Prerequisites: Admission to the PTA Program
The study of the pathophysiology of diseases/conditions commonly encountered in physical therapy. This course focuses on the etiology and characteristics of diseases of the body's systems as they relate to physical therapy and includes a consideration of the general principles of tissue injury, inflammation, and healing.
- PTHA 1413 FUNCTIONAL ANATOMY (3-3-0) CREDIT 4**
Prerequisites: Admission to the PTA Program
This course introduces the student Physical Therapist Assistant to the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. It also discusses the relationship between physical laws and the biomechanical principles of joint motion as well as the concepts of normal posture and human locomotion contrasted with obvious posture and gait deviations.

PTHA 1431**PHYSICAL AGENTS (2-6-0) CREDIT 4****Prerequisites: Admission to the PTA Program**

The biophysical principles, physiological effects, intervention efficacy, and application of physical agents. It explores the use of thermal and athermal agents, mechanical traction, electrotherapy and electromagnetic modalities, as well as vasopneumatic compression. Students continue to use medical terms, charting skills, and role play to foster patient and family teaching as well as a deepening of self-awareness of communication skills and professionalism.

PTHA 2201**ESSENTIALS OF DATA COLLECTION (1-4-0) CREDIT 2****Prerequisites: Admission to the PTA Program**

The study of data collection techniques used to prepare the physical therapist assistant to assist in patient/client management. The student will perform data collection and measurement techniques specific to physical therapy and within the scope of practice of a physical therapist assistant. The student will utilize critical thinking skills to apply the data collected to decision making and problem solving related to patient management established by a physical therapist in the plan of care. Students continue to use medical terms, charting skills, and role play to foster patient and family teaching as well as communication skills and professionalism.

PTHA 2339**PROFESSIONAL ISSUES (3-0-0) CREDIT 3****Prerequisites: Admission to the PTA Program**

A capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice and which prepares the student for transition into the workforce. This course provides future physical therapist assistants with the principles of organization, management, supervision, productivity levels and performance evaluations. Other topics include: the legal and ethical aspects of physical therapist assistants' occupation as described in the state board and national association regulations and standards; federal, state and private insurance regulation; professional liability insurance; job hunting skills; and the discussion of issues in the medical field as they impact physical therapy.

PTHA 2409**THERAPEUTIC EXERCISE (2-6-0) CREDIT 4****Prerequisites: Admission to the PTA Program**

An advanced course integrating previously learned and new skills/techniques and focusing on concepts, principles, and application of techniques related to therapeutic exercise and functional training. This course provides the student with a kinesiological based approach to the clinical applications used in the treatment and rehabilitation of the client with musculoskeletal and related diagnoses. An additional focus is on safe, legal, ethical, and appropriate use of therapeutic exercise. Physiological and therapeutic effects as well as indications and contraindications of exercise will be included. This course fosters the development of communication skills, interpersonal relationships, and professionalism required for the health care field. It also requires a high level of critical thinking skills related to implementing and modifying physical therapy interventions.

PTHA 2435**REHABILITATION TECHNIQUES (2-4-0) CREDIT 4****Prerequisites: Admission to the PTA Program**

Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders. Students continue to use medical terms, charting skills, and role play to foster patient and family teaching as well as communication skills and professionalism.

- PTHA 2531 MANAGEMENT OF NEUROLOGICAL DISORDERS (3-6-0) CREDIT 5**
Prerequisites: Admission to the PTA Program
 Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.. This course deals with the principles and clinical application of the functional activities and rehabilitation procedures relating to the management of therapy clients with neurological diagnoses. The course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the health care field. It requires a high level of critical thinking related to implementing and modifying physical therapy interventions.
- PTHA 2663 CLINICAL – PHYSICAL THERAPIST ASSISTANT (0-0-30) CREDIT 6**
Prerequisites: Admission to the PTA Program
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional for approximately 40 hours a week for a total of 480 hours in the semester. This course provides the fourth and final semester Physical Therapist Assistant (PTA) student with supervised application of previously learned techniques and skills in the rehabilitation of patients. The focus is on safe, legal, ethical, and effective use of physical therapy interventions. Supervision of the student at the entry level is provided by the staff of the affiliating institution and is coordinated by the college faculty. This course is the second of three clinical practice courses in the PTA Program.
 This course also fosters the development of communication skills, interpersonal relationships, and professionalism required for the healthcare field.
- READ 0300 SEE INRW 0300**
- READ 0301 SEE INRW 0301**
- RNSG 1219 INTEGRATED NURSING SKILLS I (1-3-0) CREDIT 2**
Prerequisite: Admission to the ADN Program.
 Study of the concepts and principles necessary to perform basic nursing skills for care of diverse clients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach.
- RNSG 1260 CLINICAL I - REGISTERED NURSING/REGISTERED NURSE (0-0-10) CREDIT 2**
Prerequisite: Admission to the ADN Program.
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 1423 is applied to clients throughout the life span in a variety of health care settings in this course. Basic critical thinking skills are utilized to implement the nursing process for clients receiving direct nursing care.
- RNSG 1261 CLINICAL TRANSITION-REGISTERED NURSING/REGISTERED NURSE (0-0-6) CREDIT 2**
Prerequisite: Admission to the ADN Program.
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 1327 is applied to clients throughout the life span in a variety of health care settings in this course.

- RNSG 1327 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING (3-0-0)
CREDIT 3**
Prerequisite: Admission to the ADN Program.
Transition to the roles of the professional nurse and application of the nursing process to diverse clients of all ages, including the childbearing family. Content includes health promotion, expanded assessment, analysis of data, critical thinking skills, and systematic problem solving process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. This course lends itself to either a blocked or integrated approach. Communication and critical thinking skills are emphasized. Legal and ethical aspects of vocational and professional nursing practice are compared. Mental health concepts are utilized in providing direct nursing care to all clients. Learning experiences take place in a variety of health care settings.
- RNSG 1423 INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED
PROGRAMS (4-0-0) CREDIT 4**
Prerequisite: Admission to the ADN Program.
Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Communication as the basis of the nurse-client relationship is stressed. Applying the nursing process and simple nursing diagnoses to diverse clients of all ages including the childbearing family is introduced. Promotion of health and prevention of illness is related to the teaching role of the nurse; this includes principles of nutrition and safety. In addition, concepts of mental health interventions for all clients are integrated in the course.
- RNSG 2461 CLINICAL II - REGISTERED NURSING/REGISTERED NURSE (0-0-12) CREDIT 4**
Prerequisite: Admission to the ADN Program.
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 2504 is applied to clients throughout the life span in a variety of health care settings in this course.
- RNSG 2462 CLINICAL III - REGISTERED NURSING/REGISTERED NURSE (0-0-12)
CREDIT 4**
Prerequisite: Admission to the ADN Program.
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 2514 is applied to clients throughout the life span in a variety of health care settings in this course.

- RNSG 2463 CLINICAL IV - REGISTERED NURSING/REGISTERED NURSE (0-0-12) CREDIT 4**
Prerequisite: Admission to the ADN Program.
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content from RNSG 2535 is applied to clients throughout the life span in a variety of health care settings in this course.
- RNSG 2504 INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (5-0-0) CREDIT 5**
Prerequisite: Admission to the ADN Program.
Application of a systematic problem-solving process, critical thinking skills, and concepts to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems, and health problems and health issues relating to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. The role of the nurse as a teacher continues to be developed, student oral presentations are part of this course.
- RNSG 2514 INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTHCARE NEEDS (5- 0-0) CREDIT 5**
Prerequisite: Admission to the ADN Program.
Application of a systematic problem-solving process and critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems, and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Content includes the role of the professional nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Students develop and implement client teaching plans during this course.
- RNSG 2535 INTEGRATED PATIENT CARE MANAGEMENT (5-0-0) CREDIT 5**
Prerequisite: Admission to the ADN Program.
Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. The roles of coordinator of care and client advocate are emphasized. Student oral presentations are part of this course.
- RSPT 1141 RESPIRATORY HOME CARE/REHABILITATION (0-2) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
A study of home care/rehabilitation equipment, procedures, and patient education, emphasizes treatment of patients in a home care and alternative settings.

- RSPT 1163 CLINICAL III - RESPIRATORY THERAPY/THERAPIST (0-0-6) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- RSPT 1207 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (1-3) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
Anatomy and physiology of the cardiovascular and pulmonary systems. Students will prepare an abstract on a current topic related to the field of respiratory care using word processing, Internet research, and e-mail.
- RSPT 1213 BASIC RESPIRATORY CARE PHARMACOLOGY (2-1) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
A study of basic pharmacological principles/practices of respiratory care drugs. Emphasis on classification, routes of administration, dosages/calculations, and physiological interaction.
- RSPT 1272 CLINICAL BLOOD GASES (2-1) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
A study of the diagnosis and management of clinical oxygenation and acid-base disturbances.
- RSPT 1335 CARDIOPULMONARY TESTING (2-4) CREDIT 3**
Prerequisite: Admission into the Respiratory Care Program
A study of pulmonary testing functions and cardiac dysrhythmias interpretation.
- RSPT 1429 RESPIRATORY CARE FUNDAMENTALS I (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
Introduction to respiratory care fundamentals. Calculations, with practice problems of cylinder contents, oxygen delivery, oxygen/air entrainment ratios, gas density, and the metric system will be included. The use of a microcomputer for application software is required.
- RSPT 1431 RESPIRATORY CARE FUNDAMENTALS II (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
Continued development of knowledge and skills for respiratory care. The use of a microcomputer for application software is required.
- RSPT 1460 CLINICAL I - RESPIRATORY THERAPY/THERAPIST I (0-0-14) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- RSPT 1461 CLINICAL II - RESPIRATORY THERAPY/THERAPIST (0-0-14) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- RSPT 2133 RESPIRATORY CARE CASE MANAGEMENT (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
Investigation, organization, and presentation of case studies. An oral presentation and written research paper is required using word processing, Internet research, e-mail, and multimedia software.

- RSPT 2135 PEDIATRIC ADVANCED LIFE SUPPORT (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
A comprehensive course designed to develop the skills for resuscitation of the infant and child. Includes strategies for preventing cardiopulmonary arrest and identification of high risk infants and children. May include certification.
- RSPT 2139 ADVANCED CARDIAC LIFE SUPPORT (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.
- RSPT 2147 SPECIALTIES IN RESPIRATORY CARE (0-3) CREDIT 1**
Prerequisite: Admission into the Respiratory Care Program
Emerging and specialty practices in respiratory care. Oral presentations and written research papers are required using word processing, Internet research, e-mail, and multimedia software.
- RSPT 2231 SIMULATIONS IN RESPIRATORY CARE (0-4) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. Students will be required to pass both the entry-level self-assessment examination, and written registry and clinical simulation self-assessment examinations. The use of a microcomputer for application software is required.
- RSPT 2261 CLINICAL V - RESPIRATORY THERAPY/THERAPIST (0-0-12) CREDIT 2**
Prerequisite: Admission into the Respiratory Care Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- RSPT 2310 CARDIOPULMONARY DISEASE (2-3) CREDIT 3**
Prerequisite: Admission into the Respiratory Care Program
Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. This course will emphasize the various obstructive lung diseases.
- RSPT 2353 NEONATAL/PEDIATRIC CARDIOPULMONARY CARE (2-4) CREDIT 3**
Prerequisite: Admission into the Respiratory Care Program
A study of neonatal/pediatric cardiopulmonary care. The use of a microcomputer for application software is required.
- RSPT 2414 MECHANICAL VENTILATION (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support. The use of a microcomputer for application software is required.

- RSPT 2425** **CARDIOPULMONARY DIAGNOSTICS (2-6) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments. Course will emphasize restrictive lung diseases, neuromuscular, and cardiac diseases. The use of a microcomputer for application software is required.
- RSPT 2460** **CLINICAL IV - RESPIRATORY THERAPY/THERAPIST (0-0-12) CREDIT 4**
Prerequisite: Admission into the Respiratory Care Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- SDEV 0301** **STUDENT SUCCESS: ON COURSE (3-0) CREDIT 0**
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. EDUC 1300 (3 credits) may substitute for SDEV 0301.
- SOCI 1301#** **INTRODUCTION TO SOCIOLOGY (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.
- SPAN 1300#** **BEGINNING SPANISH CONVERSATION I (3-0) CREDIT 3**
Basic practice in comprehension and production of the spoken language.
- SPAN 1411#** **BEGINNING SPANISH I (FOR BEGINNERS) (3-2) CREDIT 4**
Prerequisite: Texas Success Initiative complete in Reading.
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.
- SPAN 1412#** **BEGINNING SPANISH II (3-2) CREDIT 4**
Prerequisite: SPAN 1411 or consent of instructor after departmental placement exam.
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.
- SPAN 2311#** **INTERMEDIATE SPANISH I (3-0) CREDIT 3**
Prerequisite: SPAN 1412 or consent of instructor after departmental placement exam.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

- SPAN 2312# INTERMEDIATE SPANISH II (3-0) CREDIT 3**
Prerequisite: SPAN 2311 or consent of instructor after departmental placement exam.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
- SPCH 1315# PUBLIC SPEAKING (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Student participation and presentations may be videotaped for educational purposes.
- SPCH 1318# INTERPERSONAL COMMUNICATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. Student participation and presentations may be videotaped for educational purposes.
- SPCH 1321# BUSINESS AND PROFESSIONAL COMMUNICATION (3-0) CREDIT 3**
Prerequisite: Texas Success Initiative complete in Reading and Writing.
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Student participation and presentations may be videotaped for educational purposes.
- VNSG 1116 NUTRITION (1-0-0) CREDIT 1**
Prerequisite: Admission to the Vocational Nursing Program
Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.
- VNSG 1119 LEADERSHIP AND PROFESSIONAL DEVELOPMENT (1-0-0) CREDIT 1**
Prerequisite: Admission to the Vocational Nursing Program
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Includes basic principles of leadership and management, purposes and function of community/expanded care agencies, and availability/accessibility of career mobility.
- VNSG 1138 MENTAL ILLNESS (1-0-0) CREDIT 1**
Prerequisite: Admission to the Vocational Nursing Program
Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.
- VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION (1-2-0) CREDIT 2**
Prerequisite: Admission to the Vocational Nursing Program
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

- VNSG 1231 PHARMACOLOGY (2-1-0) CREDIT 2**
Prerequisite: Admission to the Vocational Nursing Program
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.
- VNSG 1270 INTRODUCTION TO MEDICAL SURGICAL NURSING (2-1-0) CREDIT 2**
Prerequisite: Admission to the Vocational Nursing Program
Introduction to medical surgical nursing with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health illness continuum in a variety of health care settings.
- VNSG 1304 FOUNDATIONS OF NURSING (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, holistic awareness, and growth and development principles across the life span.
- VNSG 1329 MEDICAL SURGICAL NURSING (3-1-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
- VNSG 1330 MATERNAL-NEONATAL NURSING (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.
- VNSG 1332 MEDICAL-SURGICAL NURSING II (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
- VNSG 1334 PEDIATRICS (3-0-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.
- VNSG 1360 CLINICAL -LICENSED PRACTICAL/LICENSED VOCATIONAL NURSE (0-0-12) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student Vocational Nurse will rotate for clinical experience to regional health care facilities, i.e.: acute care, long term care, child and adult care, and home care. Clinical activities enhance acclimation into the role of team member. Learners are provided opportunities to participate in clinical conferences.

- VNSG 1423 BASIC NURSING SKILLS (2-6-0) CREDIT 4**
Prerequisite: Admission to the Vocational Nursing Program
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.
- VNSG 2331 ADVANCED NURSING SKILLS (2-4-0) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.
- VNSG 2360 CLINICAL -LICENSED PRACTICAL/LICENSED VOCATIONAL NURSE (0-0-15) CREDIT 3**
Prerequisite: Admission to the Vocational Nursing Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student Vocational Nurse will rotate for clinical experience to regional health care facilities. The student will be assigned clinical experience for attaining medication administration proficiency. Experiences shall include health promotion and preventive aspects; nursing care of persons with acute, chronic and aging illnesses and care of obstetric and pediatric patients; and opportunity to gain experience in use of therapeutic communication techniques. Students shall participate in instructor-supervised patient teaching. Students are provided opportunities to participate in clinical conferences.
- VNSG 2463 CLINICAL -LICENSED PRACTICAL/LICENSED VOCATIONAL NURSE (0-0-20) CREDIT 4**
Prerequisite: Admission to the Vocational Nursing Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
- WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION (2-4) CREDIT 4**
Prerequisite/Corequisite: WLDG 1421
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.
- WLDG 1421 WELDING FUNDAMENTALS (2-4) CREDIT 4**
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes, and basic metallurgy.
- WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (2-4) CREDIT 4**
***Instructor recommends completion or co-enrollment in WLDG 1421**
Principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.
- WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (2-4) CREDIT 4**
***Instructor recommends completion or co-enrollment in WLDG 1421**
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions, and joint designs.
- WLDG 2406 INTERMEDIATE PIPE WELDING (2-4) CREDIT 4**
***Instructor recommends completion of WLDG 2443**
A comprehensive course on the welding of pipe using the shield metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.

- WLDG 2435 ADVANCED LAYOUT AND FABRICATION (2-4) CREDIT 4**
***Instructor recommends completion of WLDG 1417**
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.
- WLDG 2443 ADVANCED SHIELDED METAL ARC WELDING (2-4) CREDIT 4**
Pre/Corequisite: WLDG 1421
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.
- WLDG 2451 ADVANCED GAS TUNGSTEN ARC WELDING (2-4) CREDIT 4**
Pre/Corequisite: WLDG 1434
Advanced topics in GTAW, including welding in various positions and directions.
- WLDG 2452 ADVANCED FLUX CORED ARC WELDING (2-4) CREDIT 4**
***Instructor recommends completion of WLDG 1430**
Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and V-groove welding.

Symbols

30-Hour Rule 39
45-Hour Limit 40

A

Academic Calendar 12
Academic Competitiveness Grant (ACG) 86
Academic Divisions 10
Academic Foundations 31
Academic Fresh Start 24
Academic Transfer 110
Academy for Lifelong Learning 157
Accreditation 1
Activity Director 157
Administration & Staff 170
Administrative Offices 10
Admissions & Records 96
Admission to College 18
Adult Education Center 167
Advising & Counseling Services 96
Application for Admissions 21
Apply 16
Associate of Applied Science Degree 48
Associate of Arts Degree 48
Associate of Arts Degree - General Studies 108
Associate of Science Degree 48
Associate of Science Degree -
General Studies 108
Attendance 57
Auditing a Class 39

B

Basic Peace Officer Course 119
Buildings 177
Business Management 116

C

Calendar 12
Calhoun County Center 166
Career and Transfer Services 97
Catalog Year Designation for Degree and/or
Certificate Requirements 50
Certificates 49
Child Care Assistance 97
Classification of Students 39
Clery Act Report 60
Clubs and Student Organizations 101
Computer Access 99
Computer Applications 157
Computer Information Systems - Networking 118
Confidentiality and Access of Student
Records 58
Contact Numbers 10, 163
Continuing Education 156
Core Curriculum 27, 111

Course Descriptions 182
Course Fees 65
Course Load 34
Course Load Reduction/Total Withdrawals 45
Courses Attempted More Than Twice 40
Credit by Exam 35
Credits 38
Crime Awareness and Prevention Programs 59
Criminal Justice 119
Cultural Enrichment 169
Curriculum 26
Customized Training 157

D

Dean's List 46
Degree/Certificate Requirements 47
Department of Assistive and Rehabilitative
Services, Division for Rehabilitation
Services 94
Directory Information 58
Disability Services 97
Distance Education 45
Division of Career, Health, and
Technical Professions 114
Drop a Class 43
Dropping a Course 40

E

Electrical 159
Electronic Health Records 157
Electronics Technology/Instrumentation 122
Emergency Medical Service
Professions (noncredit) 158
Emergency Medical Services 126
Endowed Scholarships 78
Enforced Withdrawal 32
EPA Technician Certification 158
Evaluation Process of Transfer Credit 52
Excused Absences for Religious Holy Days 57

F

Faculty 171
Fall 2006 and after
Beginning Freshmen (30-Hour Rule) 39
Family Education Rights and
Privacy Act of 1974 58
Federal Financial Aid Return of
Title IV Funds Policy 72
Federal Pell Grants 85
Federal Student Loan Programs 87
Federal Supplemental Educational Opportunity
Grant (SEOG) 86
Federal Work-Study Program 88
Fees 64
Field Trips 102
Final Exams 46

Financial Aid 76, 98
 Firefighter 129
 Fire Science 129
 Foreign Students 21

G

Gonzales Center 166
 Grade Point Average (GPA) 33
 Grade Points 33
 Grade Reports 33
 Grades 32
 Graduation, Employment, and
 Licensure Exam Pass Rates 59
 Graduation Participation and Honors 50
 Grants 85

H

Hazlewood Act 93
 Health Career Programs 25
 Heating, Ventilating, & Air Conditioning
 (HVAC) 159
 History of VC 177
 Honors 50

I

Illegal Drugs or Alcohol 60
 Immunizations 20
 Industrial & Craft Training Courses 159
 Institutional Scholarships 81
 Instructor-Initiated
 Withdrawals (Drops) 57
 Instrumentation 122
 Intramurals 102

J

Job Competency Guarantee 53

K

KEY Center- Student Support Services 98

L

Laboratory Fees 66
 Legislation Concerning Courses Attempted More
 Than Twice 40
 Legislation Concerning Physical Education
 Courses 40
 Loans 87
 Locations 166

M

Main Campus Buildings 177
 Medical Assisting Program 159
 Medical Laboratory Technology 133
 Medication Aide Program 160
 Messages and Deliveries to Students 59

Millwright 159
 Mission 2
 Montgomery GI Bill 92
 Motorcycle Safety 160

N

Name, Address, Social Security Number
 Changes 59
 New Student Information Session (NSIS) 25, 96
 Nursing Assistant (Aide) Program 161
 Nursing - Associate Degree 135
 Nursing-Associate Degree (LVN-ADN Transition
 Program) 138
 Nursing-Vocational 140

P

Payments 99
 Pharmacy Technician 161
 Phi Theta Kappa 101
 Phlebotomy 162
 Physical Education Courses 40
 Physical Therapist Assistant Program 142
 Pipefitting 159
 Postings 102
 Pre-College Programs & Recruitment 99
 Process Technology 144
 Professional Office Technology 146

R

Real Estate 162
 Refund Policy 71
 Refunds for Noncredit Courses 72
 Registration 34
 Required State Testing 18
 Reserve Educational Assistance Program
 (REAP) 93
 Residency Definitions for Tuition and Fees
 Purposes 68
 Residency Requirements 23
 Residency Verification Requirements 69
 Respiratory Care Program 150

S

SALT 91
 Satisfactory Academic Progress (SAP) Policy 89
 Schedule Changes 40
 Schedules 168
 Scholarships 78, 80
 Scholastic Probation 31
 Semesters 34
 Sessions 34
 Six Drop Rule 41
 Statement of Nondiscrimination 1
 State of Texas Tuition Exemption/Waiver
 Programs 74
 Student Activities 101
 Student Assistant Employment Program 88

Student Center 101
 Student Conduct 56, 104
 Student Employment 88
 Student Government 101
 Student Services 96
 Students' Right to Review Information 25
 Student Success: OnCourse 25, 96
 Supplemental Instruction (SI) 99
 Survivors and Dependents Educational
 Assistance Program (DEA-Chapter 35) 93

T

Tech Prep Credit 38
 Terms To Know 105
 Testing Center 100
 Testing Fees 64
 Texas Educational Opportunity Grant 86
 Texas Public Education Grant (TPEG) 86
 Texas Success Initiative (TSI) 18
 Toward Excellence, Access & Success Grant
 (TEXAS Grant) 86
 Transcripts 23, 25, 58
 Transfer Credit Guarantee 51
 Transfer Credit Policy 52
 Transfer Disputes 51
 Transfer of Credits 38
 Travel Regulations 103
 Truck Driving 162
 Tuition 62
 Tuition Exemption/Waiver Programs 74
 Tuition Fees 64
 Tuition Rebate 70
 Tutoring Centers 100

V

Values 2
 Veterans' Benefits 92
 Veterans' Educational Assistance Program
 (VEAP) 93
 Veterans' Vocational Rehabilitation Program
 (Chapter 31) 93
 Veterans' Work-Study Program 93
 Victoria College Board of Trustees 170
 Victoria College Foundation Board of
 Directors 77

W

Web Registration 34
 Welcome Center 96
 Welding 152, 159
 Wireless Buildings 168
 Withdrawal Refund Table 72
 Withdraw from the College 44
 Withdraw Without Consequence 44
 Workforce & Continuing Education 156, 168
 Workforce Solutions Golden Crescent 94

