Front Cover

Front Inside Cover

2017-2018 COLLEGE CATALOG AND STUDENT HANDBOOK

1-800-381-3722

www.CoastalAlabama.edu

PHYSICAL ADDRESSES:

Bay Minette Campus
1900 U.S. Highway 31 South
Bay Minette, Alabama 36507

Atmore Campus
2967 AL Highway 21
Atmore, Alabama 36502

Brewton Campus
220 Alco Drive
Brewton, Alabama 36426

Fairhope Campus
440 Fairhope Avenue
Fairhope, Alabama 36532

The Academy at the Fairhope Airport
8600-B County Road 32
Fairhope, Alabama 36532

Jackson Site
235 College Avenue
Jackson, Alabama 36545

Life Tech Institute
2117 Bashi Road
Thomasville, Alabama 36784

Gilbertown Campus
251 College Street
Gilbertown, Alabama 36908

Gulf Shores Campus
3301 Gulf Shores Parkway
Gulf Shores, Alabama 36542

Monroeville Campus
2800 South Alabama Avenue
Monroeville, Alabama 36460

North Baldwin Center for Technology
505 W Hurricane Rd
Bay Minette, Alabama 36507

South Baldwin Center for Technology
19200 Carolina Street
Robertsdale, Alabama 36567

Thomasville Campus
30755 US Highway 43
Thomasville, Alabama 36784

MAILING ADDRESSES:

Bay Minette Campus
1900 U.S. Highway 31 South
Bay Minette, Alabama 36507

Atmore Campus
P.O. Box 1119
Atmore, Alabama 36504

Brewton Campus
P.O. Box 958
Brewton, Alabama 36427-0958

Fairhope Campus
440 Fairhope Avenue
Fairhope, Alabama 36532

Jackson Site
P.O. Box 2000
Jackson, Alabama 36545

Gilbertown Campus
P.O. Box 2000
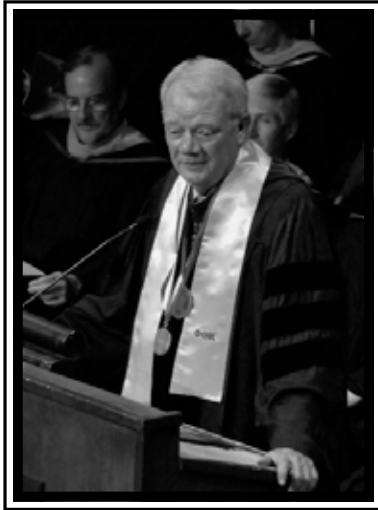Gilbertown, Alabama 36908

Gulf Shores Campus
3301 Gulf Shores Parkway
Gulf Shores, Alabama 36542

Monroeville Campus
P.O. Box 2000
Monroeville, Alabama 36461

Thomasville Campus
P.O. Box 2000
Thomasville, Alabama 36784

Gary L. Branch, President

ACCREDITATION

ACCREDITATION STATEMENT

Coastal Alabama Community College is a result of the consolidation of Coastal Alabama Community College, Alabama Southern Community College and Jefferson Davis Community College. On December 6, 2016, the Southern Association of Colleges and Schools Commission on Colleges voted to approve the consolidation and acknowledge the institution's intent to seek accreditation. Each of the former institutions was accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates. The three-fold purpose for publishing the Commission's access and contact number is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.   The accreditation of Coastal Alabama Community College is anticipated at the SACSCOC December 2017 Annual Meeting. Normal inquiries about Coastal Alabama Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Coastal Alabama Community College and not the Commission's office.

ADDITIONAL ACCREDITATION:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE #850, Atlanta, GA 30326, 404 975-5000

American Dental Association (ADA); Commission on Dental Accreditation (CODA) - Dental Assiting Programs
211 E Chicago Avenue, Chicago, IL, 60611-2678, 312-440-2500

American Culinary Federation Educational Institute
180 Center Place Way, St. Augustine, FL, 32095, 800-624-9458

Commision on Accreditation of Allied Health Education Programs (CAAHEP) - Surgical Technology Programs
1361 Park Street, Clearwater, FL, 33756, 727-210-2350

Commission on Accreditation of Allied Health Education Programs (CAAHEP) - Paramedic
8301 Lakeview Parkway, Suite 111-312, Rowlett, TX, 75088, 241-703-8445

American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)
1931 North Meacham Road, Schaumburg, IL, 60173

MEMBER:

Alabama Community College System, Alabama Community College Association, American Association of Community Colleges, American Council on Education, and Council for Advancement and Support of Education

LICENSURE:

Commission for Independent Education, Department of Education
325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-6400, 800-224-6684

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NONDISCRIMINATION POLICY

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
(Buckley Amendment, 20 U.S.C. 1230, 1232g) - Annual Notice to Students

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, 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. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. The policy is also printed under Student Records Policy in the Student Handbook. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

This Catalog is the official announcement of the programs, requirements, and regulations of the College, and students enrolling in classes at Coastal Alabama Community College are subject to the provisions as stated. Fees and other charges, courses, requirements, and conditions are subject to change without prior notice. For availability of courses and programs of study consult the College's semester course schedule; class offerings and program availability are subject to change from catalog and semester schedule listings without prior notice.

IMPORTANT DATES

FALL SEMESTER 2017

August	16	Wednesday	Registration Big Bash
	21	Monday	First Day of Class - Full Term & Term I
	18-23	Friday-Wednesday	Drop/Add - Full Term & Term I
September	4	Monday	State Holiday (College Closed)
October	11	Wednesday	Last Day to Withdraw from Term I
	12-13	Thursday-Friday	Final Exams Term I
	13	Friday	Last Day of Term I
	16	Monday	First Day of Term II
	16-17	Monday-Tuesday	Drop/Add Term II
November	10	Friday	Veterans Day Holiday (College Closed
	20-24	Monday-Friday	Thanksgiving Holidays-Students
December	8	Friday	Last Day to Withdraw Full Term/Term II/Last Day of Class
	11-15	Monday-Friday	Final Exams
December 22-January 1		Monday-Tuesday, Tuesday-Friday	College Closed

SPRING SEMESTER 2018

January	3	Wednesday	Registration
	5-9	Friday-Tuesday	Drop/Add Full Term/Term I
	8	Monday	First Day of Class Full Term/Term I
	15	Monday	State Holiday (College Closed)
February	12-13	Monday-Tuesday	Non-Instructional Duty Days
March	2	Friday	Last Day to Withdraw Term I
	5-6	Monday-Tuesday	Final Exams Term I
	6	Tuesday	Last Day of Term I
	7	Wednesday	First Day of Term II
	19-23	Monday-Friday	Spring Break/Non-Instructional Duty Days
	30	Friday	Local Holiday (College Closed)
May	1	Tuesday. Last Day to Withdraw FullTerm/Term II/Last Day of Class
	2-8	Wednesday-Tuesday	Final Exams
	9-11	Wednesday-Friday	Non-Instructional Duty Days
	10-11	Thursday-Friday	Graduations

SUMMER SEMESTER 2018

May	21	Monday	Registration
	23	Wednesday	First Day of Class Full Term/Term I
	22-24	Tuesday-Thursday	Drop/Add for Full Term/Term I
	28	Monday	State Holiday (College Closed)
June	2	Friday	Last Day to Withdraw Term I
	26-27	Tuesday-Wednesday	Final Exams Term I
	27	Wednesday	Last Day of ClassTerm I
	28	Thursday	First Day of Class Term II
	28-29	Thursday-Friday	Drop/Add Term II
July	4	Wednesday	State Holiday (College Closed)
	25	Wednesday	Last Day to Withdraw Full Term/Term II
	30	Monday	Last Day of Class Full Term/Term II
	31	Tuesday	Final Exams
August	1-3	Wednesday-Friday	Final Exams

Changes in the Academic Calendar may be made without prior notice.
Check the website for updated information.

IMPORTANT NUMBERS

South District (Bay Minette, Fairhope, Gulf Shores)

Bay Minette Main Line	251-580-2100
Fairhope Main Line	251-990-0420
Gulf Shores Main Line	251-968-3104
Academic Affairs	251-580-2289
Admissions	251-580-2111
ADA Office	251-580-2185, 251-580-2106
Adult Education	251-580-2105
Athletics	251-580-2135
Bookstore	251-580-2211
Business Office	251-580-2217
Financial Aid	251-580-2151
HelpDesk	251-580-4900
Housing	251-580-2121
Library	251-580-2145
Nursing	251-580-2257
Police/Security	251-580-2222
Registrar	251-580-2227
Student Support Services	251-580-2106
Veterans Affairs	251-580-2292

East District (Brewton, Atmore)

Brewton Main Line	251-867-4832
Atmore Main Line	251-368-8118
Academic Affairs	251-809-1500
Admissions	251-809-1594
ADA Office	251-809-1526
Adult Education	251-368-7616
Athletics	251-809-1592
Bookstore - Atmore	251-368-7629
Bookstore - Brewton	251-809-1525
Business Office	251-809-1520
Financial Aid	251-809-1511
HelpDesk	251-809-1515
Housing	251-809-1594
Library - Atmore	251-368-7610
Library - Brewton	251-809-1584
Nursing	251-809-1600
Police/Security	251-809-1608
Registrar	251-809-1591
Student Support Services - Brewton & Atmore	251-809-1509
Veterans Affairs	251-809-1511

North District (Monroeville, Thomasville, Gilbertown, Jackson)

Monroeville Main Line	251-575-3156
Thomasville Main Line	334-636-9642
Gilbertown Main Line	251-843-5265
Jackson Main Line	251-246-0010
Academic Affairs - Monroeville	251-575-8202
Academic Affairs - Thomasville	334-637-3151
Admissions - Monroeville	251-575-8222
Admissions - Thomasville	334-637-3143
ADA Office	251-575-8281, 334-636-0864
Adult Education - Monroeville	251-575-8274
Adult Education - Thomasville	334-637-3181
Athletics	251-575-8259
Bookstore - Monroeville	251-575-8220
Bookstore - Thomasville	334-637-3178
Business Office - Monroeville	251-575-8275
Business Office - Thomasville	334-637-3167
Financial Aid - Monroeville	251-575-8256
Financial Aid - Thomasville	334-637-3168
HelpDesk	251-575-8284
Library - Monroeville	251-575-8207
Library - Thomasville	334-637-3146
Nursing (Associate Degree) - Monroeville	251-575-8285
Nursing (LPN) - Thomasville	334-637-3160
Police/Security	251-575-8237
Reach Out, Project	251-575-8270
Registrar - Monroeville	251-575-8252
Registrar - Thomasville	334-637-3143
Student Support Services - Monroeville	251-575-8251
Student Support Services - Thomasville	334-637-3193
Talent Search Program	334-637-3223
Upward Bound - Monroeville	251-575-8388
Upward Bound - Thomasville	334-637-3155
Upward Bound - Gilbertown	251-843-4423
Veterans Affairs	251-575-8252

At Coastal Alabama Community College
STUDENTS ARE...

- The most important people on campus--Without them, there would be no need for our College.

- Not cold, impersonal enrollment statistics--They are flesh and blood human beings with feelings and emotions like our own.

- Not people to be tolerated so that we can do our thing--THEY ARE OUR THING.

- Not dependent on us--Rather, we are dependent on them.

- Not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so!

MISSION STATEMENT

Coastal Alabama Community College provides broad access to quality, affordable educational opportunities through a variety of instructional strategies in diverse learning environments that promote economic growth and enhance the quality of life for a global community.

INSTITUTIONAL GOALS

- Coastal Alabama Community College provides university parallel programs that transfer to senior colleges and universities and workforce development and technical skills training that increases access to employment, enhances career advancement, and supports local economic needs.
- Coastal Alabama Community College provides traditional and non-traditional venues of instruction, including distance educational opportunities, social media, and other emerging and innovative methods of instruction.
- Coastal Alabama Community College provides access to comprehensive student support services to assist students in attaining their educational and career goals along with reaching their maximum potential socially.
- Coastal Alabama Community College provides quality instruction by employing qualified personnel and encouraging continual professional development.
- Coastal Alabama Community College provides library and technology resources to enhance student learning, meet faculty instructional requirements, and enrich the cultural and resource needs of the College's community.
- Coastal Alabama Community College provides physical facilities that are appropriate for the institution's needs and maintain adequate financial and physical resources to support the mission of the College and facilitate future growth.
- Coastal Alabama Community College maintains a structured, institution-wide planning and evaluation process to include student learning and departmental outcomes that provide evidence of continuous improvement based on evaluation of results.
- Coastal Alabama Community College provides community programs for cultural growth, adult education, literacy instruction and continuing education, and to share College facilities with citizens of the community for educational and/or recreational purposes

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

HISTORY OF THE COLLEGE

Coastal Alabama Community College is a public two-year institution, a member of the Alabama Community College System and governed by the Alabama Community College System Board of Trustees. The Alabama Community College System consists of twenty-three comprehensive community colleges, and technical colleges; Marion Military Institute; and the Alabama Technology Network, an extensive workforce development initiative.

Coastal Alabama Community College, located in Baldwin, Monroe, Clarke, Choctaw, and Escambia Counties in south Alabama, has campuses located in Bay Minette, Atmore, the Academy at the Fairhope Airport, Brewton, Fairhope, Gulf Shores, Monroeville, Thomasville, Gilbertown, Jackson, the Life Tech Center, the North Baldwin Center for Technology, the South Baldwin Center for Technology, Fountain, and Holman. The Bay Minette campus is the regional administrative campus.

The former Faulkner State Community College was one of the 13 original two-year colleges created by an act of the Alabama Legislature in 1963 and has undergone several transitions and name changes in its lifetime. For the first few months of operation, it was called Bay Minette State Junior College, but in early 1966, the Board of Trustees named the College William Lowndes Yancey State Junior College in honor of a pre-Civil War statesman and educator. In 1970, the name changed to James H. Faulkner Junior College to honor Mr. James H. Faulkner, a prominent citizen of Baldwin County. The College name was changed again by the Board of Trustees in August 1992, to Faulkner State Community College to more accurately reflect its mission and purpose. The College name was changed again by the Board of Trustees on December 14, 2016, and Coastal Alabama was formed through the consolidation of Alabama Southern Community College, Faulkner State Community College and Jefferson Davis Community College effective January 11, 2017.

The former Faulkner State began offering courses at the Fairhope site in 1970, and in 1975, the College added a permanent staff, student services, and expanded offerings of programs and services to the community. The Fairhope Campus has been housed both at the Fairhope High School and at the old Fairhope Library building. In 1987, the present Fairhope site was acquired. Originally the home of the Marietta Johnson School of Organic Education, the Fairhope site was entered in the National Register of Historic Places by the United States Department of Interior on July 1, 1988. In 1985, the College opened a site in Foley and moved to the present Gulf Shores Campus in 1993. The City of Gulf Shores built the facility for the College on land donated by the Meyer family.

The former Alabama Southern Community College was created in 1991 by the merger of two existing colleges in Monroeville and Thomasville. Patrick Henry State Junior College in Monroeville and Hobson State Technical College in Thomasville were both created through Act No. 93 of the Alabama Legislature in 1963. Patrick Henry was accredited

initially by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 1970, and Hobson State was accredited initially by the SACS Commission on Occupational Education Institutions in December 1972. The State Board of Education consolidated these two institutions on August 22, 1991, to create Alabama Southern, which was accredited by SACSCOC on June 19, 1992.

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

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

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

Atmore State Technical Institute was created by Act No. 2295 on September 30, 1972; however, it was not until May 1, 1974, that classes (formerly conducted in Atmore by the J. F. Ingram State Vocational School in Deatsville, Alabama) were placed under the supervision of Atmore State Technical Institute in Atmore, Alabama. The name was changed to Atmore State Technical College by the Alabama State Board of Education on April 28, 1983.

Today, Coastal Alabama Community College services nearly 9,000 square miles in south Alabama and offers more than 100 programs of study, as featured in the College Catalog.

The Thomasville Campus of Coastal Alabama offers mostly technical programs; it hosts the National Center for Pulp and Paper Technology in partnership with the National Science Foundation's Advanced Technological Education Centers, which promote workforce development for the pulp and paper industry. Coastal Alabama received approximately 6 million dollars in funding from the National Science Foundation to establish this partnership. Also located in Thomasville is the LifeTech Institute, an innovative non-credit parolee transition program operated in partnership with the Alabama Board of Pardons and Paroles and the College. The LifeTech Institute teaches life and technical skills to help ex-offenders make the transition from prison to society.

The Jackson Site of Coastal Alabama was established in 1975 and is located in the north wing of Jackson Middle School. This location is primarily an evening campus, with two classrooms, a computer lab, and administrative offices.

The Gilbertown Campus of Coastal Alabama was established in 1977 and offers a wide range of day and evening classes. Construction was completed in fall 2004 on a new Gilbertown library facility, which is available for the public to use as well as students.

Coastal Alabama Community College's Alabama Center for Literary Arts in Monroeville hosts the annual Alabama Writers Symposium, which awards the Harper Lee Award for Alabama's Most Distinguished Writer of the Year.

The Bay Minette Campus of Coastal Alabama is home to the Sun Chiefs athletic teams, the Monroeville Campus of Coastal Alabama is home to the Eagles athletic teams and the Brewton Campus of Coastal Alabama is home to the War Hawks athletic teams. Coastal Alabama athletic teams compete in the Alabama Community College Conference (ACCC) and the National Junior College Athletic Association (NJCAA).

Coastal Alabama Community College serves a current combined enrollment of more than 10,000 students across all fifteen locations.

Dr. Gary L. Branch is the president of Coastal Alabama. Dr. Branch was appointed as president of Faulkner State Community College in 1981. Through his leadership, Faulkner State Community College grew from an enrollment of 1,150 students to more than 5,000 students in 2016. In acknowledgement of this momentous growth, Faulkner State was recognized as one of the fastest growing two-year colleges in the nation and state. Dr. Branch guided the consolidation efforts resulting in the newly formed Coastal Alabama Community College effective January 11, 2017.

Coastal Alabama Community College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College and Jefferson Davis Community College. On December 6, 2016, the Southern Association of Colleges and Schools Commission on Colleges voted to approve the consolidation and acknowledge the institution's intent to seek accreditation. Each of the former institutions was accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates.

CAMPUS FACILITIES

The Regional Offices of Coastal Alabama Community College are located on the Bay Minette Campus in Bay Minette, Alabama, 1900 U.S. Highway 31 South, which is easily accessible from both Interstate 10 and Interstate

65. The Atmore Campus is located at 6574 Highway 21, Atmore, Alabama. The Brewton Campus is located at 220 Alco Drive, Brewton, Alabama. The Fairhope Campus is located at 440 Fairhope Avenue in Fairhope, Alabama. The Gilbertown Campus is located at 251 College Street, Gilbertown, Alabama. The Gulf Shores Campus is located at 3301 Gulf Shores Parkway, Gulf Shores, Alabama. The Jackson Center is located at 235 College Avenue, Jackson, Alabama. The Lifetech Institute Campus is located at 2117 Bashi Road, Thomasville, Alabama. The Monroeville Campus is located at 2800 South Alabama Avenue, Monroeville, Alabama. The Academy at the Fairhope Airport is located at 8600-B County Road 32, Fairhope, Alabama. The Thomasville Campus is located at 30755 Highway 43 South, Thomasville, Alabama.

Coastal Alabama Community College provides equal educational opportunities and is accessible to all qualified students without regard to race, color, creed, national origin, gender, sexual orientation, qualified disability, or any other permissible factor with respect to all of its programs, activities, or employment. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA).

The College campuses and facilities are available for use by state, county and city non-profit agencies which support the College's mission and goals. The College campuses and facilities are open to students, faculty, staff, and authorized visitors for the sole purpose of supporting the College's mission and goals. Unauthorized individuals or authorized individuals who are not in accordance with the College's rules and regulations will be required to leave campus. Individuals who do not leave as requested may be arrested for trespassing in accordance with Board of Trustees Policy 510.10.

The College campuses are open to vehicular traffic related to approved College activities only. Student, faculty and staff vehicles must display current vehicle identification (parking decals) in accordance with College policy. Vehicle identifications are issued through the Campus Police. Visitor vehicular traffic is allowed for approved College activities only. All other vehicles are subject to wheel-lock and/or towing at the owner's expense.

BAY MINETTE CAMPUS

The **George C. Wallace Hall Administration Building (A-Building)** was the first building completed on the permanent site of the college. The building houses administrative offices for the President and the general information switchboard, a number of faculty offices and ten regular classrooms. This building also has two computer labs to help with the advancement of mathematical and drafting skills for students.

The **Adult Education Building (ABE Building)** is located on U.S. Highway 31 across from the main campus in Bay Minette. This building houses the College's Adult Education Program. This facility contains two large classrooms and multiple offices. The building offers ample parking for those preparing for GED or ESL classes.

The **Gary L. Branch Business Center (B-Building)** is undergoing a complete renovation, and upon completion will house offices for the Division of Applied Technologies including Paralegal Studies, Computer Technology, Graphic Design & Commercial Art, Business Technology, Management Supervision, and Drafting & Design. The Branch Business Center is home of the CISCO Networking Academy and the SWIFT Apple Programming Lab. The Branch Business Center will have a hundred seat auditorium, six lecture classrooms, and seven workforce development labs, all designed to offer an environment conducive to preparing students for community business and industry.

The **Ernest Stone Classroom Building (C-Building)** completed during the summer of 1968, provides classrooms and laboratories capable of accommodating 900 students. Special facilities include a conference room and several computer labs to meet the digital needs of the 21st century student. This building houses the Language Arts department, the Veterinary Technology program, and the Career Technology Coaches.

The **Harold B. Pearson Dental Laboratory (D-Building)** was completed during the summer of 1974 and houses the Dental Assisting Program. The building serves as a mock dental office with individual dental units, X-ray rooms, and an extra laboratory

The **Lathem N. Sibert Physical Education Center & Athletic and Recreational Areas (Gym, G-Building)** is a one-story structure completed in 1968. The gymnasium's arena has a seating capacity of 2000 and was fully equipped with air conditioning in 2009. The building contains classrooms for health and physical education, music, speech and theater, and such special equipment rooms as the weight room, trainer's room, and exercise room. It also has four dressing rooms with adequate locker space. The building was dedicated and named in honor of the first president of the college, Dr. Lathem N. Sibert, in January 1971. The large gymnastics room was completed in 1979. The baseball field was named for Coach Stan James who was inducted in the AJCCC Hall of fame in 1995. A state of the art fitness center and hospitality room were completed in 1998. The basketball arena was named for Coach Jack Robertson in 2002. The Lady Sun Chief Softball Field was completed in 2006.

The **Austin R. Meadows Library (L-Building)** was the second building completed on the Bay Minette Campus. The Library contains a large reading room with networked computers, a printer, and study areas. Additionally, the Library offers an audiovisual auditorium and conference room as well as access to books, reference materials, periodicals, audiovisuals, databases, study areas, and the Internet, including student access wifi and a public wifi network.

Performing Arts Center (PAC, P-Building) has a seating

capacity of 999. It provides ample space for fine arts and music programs, guest speakers, community programs, and graduation exercises.

The **Seymore Trammell Science Building (S-Building)** houses chemistry, biology, and physics laboratories, lecture facilities and faculty offices.

The **Memorial Hall (SBI-Building)** is a 45,000 square foot, LEED-certified building completed in the summer of 2012. The first floor of the two-story structure houses the College Bookstore, which is managed by Barnes & Noble and offers a variety of Coastal Alabama-branded merchandise, as well as textbooks, and other course-related materials. There is also a Barnes & Noble Cafe that offers a variety of beverages, sandwiches, snacks, and pastries. Also, on the same floor are the Student Services' offices (Admissions, Housing, Student Records, Registrar, Student Development and Financial Aid) and the Success Center and Business Office. There are nine classrooms and faculty offices on the second floor.

The **John M. Tyson, Jr. Technology Center (T-Building)** is undergoing a complete renovation, and upon completions will house the departments of Art, Graphic Arts, Computer Science and Business, Surgical Technology, and Associate Degree Nursing, as well as offices and classrooms.

The **Aubrey R. McVay Student Center/Sun Chief Grill (Student Union)** was completed during the summer of 1968, and houses 6,000 square feet of recreational area and a cafeteria capable of feeding approximately 500 students. The building was remodeled in 1982, 2005, and most recently in 2012 to provide an attractive, modern facility for students to use any time they are not in class. The Student Center is located on the second floor and houses the office of the Director of Student Activities.

The facilities maintenance department is housed in the **W. Candler McGowan Hall Administrative Annex Building (X-Building)**.

The **Fort Cruse Log Cabin** is an activities building, located north of the gymnasium and was added to the campus in 1986. This building is used for receptions and social events on the campus.

The **Sun Chief Residential Life and Learning Center** opened doors in 2006, and is a modern residential facility that houses 320 students. Each room has spaces for students who share a single bath. Residents of Sun Chief Hall have a large lobby area with three fireplaces, a computer lab, theater, game room, kitchen area, and coin-operated laundry facilities. On-campus meals are provided in the Sun Chief Grill.

The **Thompson Residential Life Center** houses 140 students. Each room has two spaces and a dressing area. The bathroom is shared with the adjoining room. Thompson Hall has a lobby, living area, computers, three community televisions and gaming areas, and two laundry room facilities. Renovations were made in 2014 and 2015.

ATMORE CAMPUS

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

The **Administration Building (Building A)** contains offices for administration, business affairs, faculty, counselor, and adult education classrooms, library, and computer labs .

The **Industrial Engineering Technology Mobile Units** provide labs for motor controls, instrumentation, AC/DC fundamentals, hydraulics and pneumatics, and programmable logic controllers. The Multipurpose Building (Building H) contains a classroom and storage area.

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

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

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

The **Air Conditioning/Refrigeration (Building E) lab** and instructional area contains a training and troubleshooting lab, an oxygen and acetylene welding station, special project work stations, and a classroom.

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

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

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

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

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

ALABAMA AVIATION CENTER AT MOBILE

Located at 1975 Avenue C, this building houses administrative and faculty offices, classrooms and work bays, and a library. The Alabama Aviation Center at Mobile was established in January 2002, offering Airframe Technology, General Aviation Technology, Powerplant Technology, and Avionics.

BREWTON CAMPUS

The Brewton Campus is located in the Alco area of Brewton

FACILITIES

on a beautiful 100-acre site. Housed on campus are the following facilities:

Built in 1982, the **Neal Colonial Center** resembles the Colonial Williamsburg style and provides a captivating welcome to the Brewton Campus. This building contains administrative and instructors' offices, nursing and biology classrooms and laboratories, and an 84-seat auditorium.

One of the original three buildings on the Brewton Campus, the **Wallace Administration Building,** built in 1966, contains the Mathematics Lab, the Learning Center, Student Success Center, classrooms for adult education, ESL, and for general purposes as well as offices for instructors, financial aid, student affairs, and business affairs.

The **Science/Student Center** contains a chemistry and physics classroom and laboratories; a general lecture room; offices for student clubs, instructors, and Director of Campus Life.

Built in 1969, **Marie M. Pate Hall** was named for an instructor, counselor, Registrar, and Dean of Instruction for the former Jefferson Davis Community College. Ms. Pate was the first female Dean of Instruction in the State of Alabama. This building provides instructor office space and classrooms for humanities and social science classes.

The **Leigh Library**, built in 1966, was one of the original three buildings on campus. It was named for Mabel Leigh from whom the City of Brewton acquired part of the land on which the Brewton Campus is located. The building was renovated to its current style in 2010 and contains various book collections, current periodicals, a classroom, computer work stations, a faculty room, and several study carrels.

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

In 1972, the **Woodfin Patterson Auditorium** was built. The 950 seat auditorium provides a community room and ample seating for College and community activities. The auditorium, with its spacious stage and lobby areas, is named after Jefferson Davis Community College's first president, Woodfin Patterson.

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

Hines Hall, built in 1983, was name in honor of Jack and Elinor Hines. Beside the building is a small lake, Gunn Lake, named for Dr. David Gunn, a physician in Brewton. Hines Hall contains instructors' offices and classrooms for business administration, office administration, computer science, economics, mathematics, and psychology.

The **Center for Telecommunications Technology** contains the drafting and design program's laboratory and classroom, video conferencing equipment, computer

laboratories, office and meeting spaces, and Alabama Technology Network (ATN) offices.

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

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

FAIRHOPE CAMPUS

The historic Coastal Alabama Fairhope Campus is located on 10 acres in downtown Fairhope. On this site, a significant educational experiment was launched by Marietta Johnson who founded the School of Organic Education in 1907. The progressive education school reached its zenith during the 1920's. The City of Fairhope acquired the campus from the Fairhope Single Tax Corporation in 1987 and leased it to the former Faulkner State Junior College. The campus was listed on the National Register of Historic Places by the United Stated Department of the Interior in 1988. The following facilities are located on the campus:

Completed in 1988, the **Administration Classroom Building (F-Building)** houses administrative offices, a computer laboratory, landscape design lab, and Learning Resources Center.

The **Bell Building (FB-Building)** was built in 1904 and is the original site of the Marietta Johnson School of Organic Education. It was restored in 1991 and contains two classrooms and the Marietta Johnson Museum.

The **Clern Building (FC-Building)** was named in honor of Clifford Ernest Johnson, one of the original students of the School of Organic Education in 1907. Built in 1960, the Clern Building was renovated in 1987 and contains two GED classrooms.

Named in honor of the Fairhope Centennial Celebration in 1994, **Centennial Hall (FCH-Building)** contains eight classrooms, eight faculty offices and a 270-seat auditorium, dedicated in memory of Kenneth and Zelma Giddens.

Dahlgren Hall (FD-Building) is named for Harold Dahlgren who provided funds for the 1981 restoration of the 1912 facility, this building is used as a classroom building and is listed as a historic building by the Baldwin County Historic Development Commission.

Built in 1961 and renovated in 1987, the **Fowler Science Building (FF-Building)** was named for George T. Fowler and currently houses a modern biology classroom/laboratory combination.

The **Gaston Building (FG-Buildling)**, built in 1950 and renovated in 1987, was named in honor of Barney Gaston, a World War II war hero and the son of Fairhope's Single Tax Colony founder, E.B. Gaston. It contains the Center for Professional Development offices and a classroom.

The **Halstead Amphitheater** was completed in 2015

and named in honor of Ottilie Halstead. The 850 square feet state-of-the-art brick/stone stage was designed to mesh with the Fairhope atmosphere that highly supports the arts including music, movies, theater and the animation, interactive technology, video graphics, and visual effects program. The facility can accommodate up to 500 people sitting in the grass on blankets or lawn chairs, but the area can support nearly 10,000 people at events that are standing-room only.

The **Thomas Art Building (FT-Building)** was named in honor of Murray Thomas and was renovated in 1987. The building houses a classroom and an art studio.

The 52,000 square feet, state-of-the-art, LEED (green) inspired **John L. Borom Center of Health & Natural Science (SAH-Building)** completed in the fall of 2010 comprises three floors in the center of campus. The Center has faculty offices, 22 high-tech classrooms and labs for Allied Health, Biology, Chemistry, Human Anatomy and Physiology, Physics, Physical Science and Microbiology. The Borom Building also hosts two labs for the Animation, MyCAive Technology, Video Graphics & Visual Effects program, including a green room. The Sun Chief Den, which consists of comfortable and stylish seating, has two 52-inch high-definition televisions, a full vending area, and a double-sided fireplace.

THE ACADEMY AT THE FAIRHOPE AIRPORT

Through a partnership with the Baldwin County Public School System and the Fairhope Airport Authority, Coastal Alabama Community College offers high school students (in Baldwin County) and college students programs in Aviation (pending SACSCOC approval), Industrial Maintenance and Welding. The Academy is located adjacent to the Sonny L. Callahan Airport in Fairhope.

GILBERTOWN CAMPUS

The Gilbertown Campus includes two buildings which contain approximately 13,081 gross square feet of space as shown on the Alabama Public Higher Education Facilities Inventory Report. The Gilbertown Campus is supported by an administration/classroom building and the W. H. "Pat" Lindsey Library/adult education building. Academic university transfer courses as well as a limited number of technical programs are offered on the Gilbertown campus.

GULF SHORES (WADE WARD) CAMPUS

The **Administration and Classroom Building (P-Building)** was constructed in 1993 and was built for the College by the City of Gulf Shores on land donated by the Meyer family. Administrative offices, general purpose classrooms, a computer lab, a Learning Resources Center, and a science lab are housed in the building.

The **Hospitality and Tourism Management Center (H-Building)** was constructed in 1994, and houses offices and classrooms for Culinary Arts, Hospitality Management and Hotel/Restaurant Management. Frederic's, the College's gourmet restaurant operated by Coastal Alabama chefs and students, is also a part of the facility.

The **Gazebo (G-Building)** gives students on the Gulf Shores Campus an area to enjoy the outdoors and is the site of the annual fall campus cookout and tailgate.

JACKSON CENTER

The Jackson Center, located in Jackson, Alabama, consists of two classrooms, a computer lab, and an administrative office provided by the Clarke County Board of Education in the Jackson Middle School. A limited number of academic university transfer courses are taught at the Center along with adult education classes.

LIFETECH INSTITUTE

The LifeTech Institute, a non-credit prison education training site, is located in Thomasville, Alabama, and provides adult education and technical training for early release parolees from the Alabama prison system. The LifeTech Institute provides this non-credit technical training to early release parolees in order to mitigate prison overcrowding in the State. The LifeTech Institute consists of two buildings with approximately 25,590 gross square feet. The Administrative/Classroom building contains administrative offices, faculty offices, classrooms, and computer labs. The Technical Building houses training labs for teaching Welding, Building Construction–Carpentry, Building Construction–Painting and Drywall, Building Construction–Masonry, Small Engine Repair, Horticulture, and Industrial Maintenance.

MONROEVILLE CAMPUS

According to the Alabama Public Higher Education Facilities Inventory Report, the Monroeville Campus has a total of nine buildings with 90,404 gross square feet of building area for academic and technical programs which supports the mission of the College.

The **John D. Forte Library** offers state-of-the-art research resources and is also home to the **Southwest Alabama Regional Arts Museum**. The library building also houses an authorized Pearson-Vue Testing Center, a Student Success Center, and Student Support Services.

The College's intercollegiate athletic programs are located on the Monroeville Campus with the **Cooper Center** housing a gymnasium for men's and women's basketball. In addition to a softball complex and a baseball complex, the College's outdoor facilities include a tennis complex which has eight lighted courts for student and public use. The College also has a scenic bike/pedestrian walking trail on the western side of the Campus which is approximately 1.2

miles long.

Nettles Auditorium, a 900-seat auditorium, serves the cultural needs of both the College and the community. The auditorium is equipped with state-of-the- art sound, lighting, and broadband wireless Internet to support conferences, musicals, and theater productions for the College and the community.

Alabama Center for the Literary Arts - Centered on the Monroeville campus, the Alabama Center for the Literary Arts supports, studies, and celebrates the rich literary tradition of the State of Alabama. Each spring, the Center hosts the Alabama Writers Symposium in Monroeville, the "Literary Capital of Alabama." The Fountain of Literary Inspiration in the courtyard of the John Dennis Forte Library celebrates and honors the legacy of Monroe County's multitude of writers, including Harper Lee and Truman Capote. Visitors may also view the acclaimed artist Nall's mixed media portrayals of the significance of Truman Capote, Helen Keller, Martin Luther King, Jr., Harper Lee, and Booker T. Washington. Nettles Auditorium is the focal point of the College's annual Alabama Writers Symposium which began in 1998 with the recognition of local writers such as Nell Harper Lee and her famous novel, To Kill a Mockingbird.

The John Dennis Forte Library in Monroeville is home to the **Southwest Alabama Regional Arts Museum** which was made possible due to the generous donation of the art collection of Eric and Pam Sekeres. This art collection represents the Sekeres's life-long commitment to curating a global art collection ranging from 19th century landscapes to modernist works. Visitors may view the collection during library hours.

The **Workforce Development Center** located in Monroeville near the Monroeville campus, consists of approximately 17 acres of land located on the Highway 21 Bypass with a large building that was used for distribution of goods by Vanity Fair, Inc. and a small storage building inside a security fence. The approximately 75,000-square-foot building was purchased in 2010 from Vanity Fair, Inc. after the manufacturing operations were moved to another country. The building will be primarily used to expand the technical programming in the Monroeville Campus area as well as promote economic development in the region. The College has begun renovating the building and currently teaches dual enrollment Welding and Industrial Maintenance classes in the facility.

THOMASVILLE CAMPUS

The Thomasville Campus contains approximately 95,476 gross square feet of space in thirteen buildings as shown on the Alabama Public Higher Education Facilities Inventory Report. The Campus houses several technical programs unique to the College including Associate Degree Nursing, Cosmetology, and Paper and Chemical Technology. The National Science Foundation designated **National Center for Pulp and Paper Technology** Training is officially housed on the Thomasville campus. Actual paper making laboratories are located in building 7000 where students receive hands- on experience with the high technology that drives today's paper industry.

The Thomasville Campus library offers state-of-the-art research resources and is also home to the **Kathryn Tucker Windham Museum** -Opened June 1, 2003, the museum honors the life of author, photographer, celebrated storyteller, and pioneering journalist Kathryn Tucker Windham, a native of Thomasville. The museum, housed in the Thomasville Kathryn Tucker Windham Library, includes many artifacts from Windham's life and takes visitors on a tour of her achievements, including writing the well-loved 13 Alabama Ghosts and Jeffrey.

The Thomasville campus also houses a regional center of the **Alabama Technology Network** which is part of the Alabama Community College System. The Alabama Technology Network Center provides training and business solutions for the existing businesses and industries in the College's service area.

ADMISSIONS POLICIES AND PROCEDURES

In keeping with the philosophy that the capabilities of each individual should be developed, Coastal Alabama Community College operates under an "open door" admissions policy. However, certain programs have specific program entry requirements. These program requirements are listed in the Programs of Study section. This policy grants admission to entering freshmen, transfer students, transient students, audit students, accelerated high school students, as well as any students seeking readmission. All students **must provide one primary form of documentation** for admission to Alabama community colleges. Act No. 91-584 passed by the Alabama State Legislature requires that all males between the ages of 18 and 26 register with the Selective Service prior to enrolling in any state institution of higher education.

PRIMARY FORMS OF DOCUMENTATION

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

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or "native" students.

Applicants must complete the Application for Admission form which may be obtained upon request from the Admissions Office of the College or on our website. Applicants should submit their application to any Admissions Office at Coastal Alabama Community College as early as possible prior to the semester in which they plan to enroll. Prospective students may also apply online on the College's website.

ADMISSION TO COURSES CREDITABLE "TOWARD AN ASSOCIATE DEGREE"

To be eligible for admission to courses creditable toward an Associate Degree, first-time college students must meet one of the following criteria:

1. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
2. Applicants who have attended a nonaccredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.
3. Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official copy of scores from testing site. Applicant must hold the GED Certificate prior to the term of enrollment.
   Students who meet one of these criteria shall be classified as "Degree-Eligible" students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

UNCONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

For Unconditional Admission, applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with Act 91-584.

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who do not have all information required on file at registration for unconditional admission may be granted Conditional Admission. No student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT

OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

ADMISSION OF TRANSFER STUDENTS

Student applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Coastal Alabama may also require of transfer students those documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an Associate Degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

ADMISSIONS/ACADEMIC STANDARDS COMMITTEE

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the Admissions/Academic Standards Committee. All requests, stating the reason why applicants want to be considered for admission to the College, must be submitted in written form. The correspondence, along with a copy of the applicant's transcript from the institution placing the applicants on suspension, should be addressed to the Admissions/Academic Standards Committee. All written requests must be received in the above referenced office by the first day of class of the term applicants are seeking to enroll, in order to be considered for admission to the College for said term.

ELIGIBILITY FOR "ALABAMA RESIDENT" TUITION RATE

For the purposes of assessing tuition, applicants for admission shall be classified in one of the three categories as outlined below.

I. Resident Student: A Resident Student shall be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees.

1. A Resident Student is an applicant for admission who is a citizen of the United States or a resident alien in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

2. In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

    MINOR: An individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

    SUPPORTING PERSON: Either or both of the parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

3. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

    A. An individual claiming to be a resident shall certify by a signed statement each of the following:
       1. A specific address or location within the State of Alabama as his/her residence.
       2. An intention to remain at this address indefinitely.
       3. Possession of more substantial connections with the State of Alabama than with any other state.

    B. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all of the following connections:
       1. Consideration of the location of high school graduation.
       2. Payment of Alabama state income taxes as a resident.
       3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.

4. Full-time employment in the state.
5. Residence in the state of a spouse, parents, or children.
6. Previous periods of residency in the state continuing for one year or more.
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
8. Possession of state or local licenses to do business or practice a profession in the state.
9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
11. Membership in religious, professional, business, civic, or social organizations in the state.
12. Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

4. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

II. Non-Resident Student (additional persons for resident tuition):
A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees under the following circumstances, provided such student is a citizen of the United States.
1. The dependent student
    A. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
    B. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
    C. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
    D. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
2. The student is not a dependent (as defined by Internal Revenue Codes) who:
    A. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
    B. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
    C. is a member of or the spouse of a member of the United States Military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
    D. is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.
3. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.

III. Out-of-State Student: Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate. The exceptions include Out-of-State counties that have reciprocal tuition rates: Escambia, Santa Rosa, Okaloosa, Walton (Florida); Clarke, Lauderdale, Wayne (Mississippi). Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

TRANSFER STUDENTS

UNCONDITIONAL ADMISSION OF TRANSFER STUDENTS
1. For Unconditional Admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited postsecondary institutions attended and any other

documents required for first-time college students.

2. Students who attend another postsecondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. Students must submit an application for admission and an official letter from the institution they have been attending which certifies that the credits they earn at Coastal Alabama will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions.

3. Applicants who have completed the Baccalaureate Degree will be required to submit only the transcript from the institution granting the Baccalaureate Degree.

CONDITIONAL ADMISSION OF TRANSFER STUDENTS

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted Conditional Admission. No transfer students shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first-semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

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

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

3. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for "native" students who have been academically suspended. If transfer students are admitted upon appeal, they will enter the institution on Academic Probation. Their transcript will read ADMITTED UPON APPEAL— ACADEMIC PROBATION.

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

1. Courses completed at other regionally accredited postsecondary institutions with a passing grade (D or higher, without being on probation or suspension) will be accepted for transfer as potentially creditable toward graduation requirements. Transfer students admitted on academic probation will have only course grades of "C" or better accepted for transfer.

2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

3. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

TRANSIENT STUDENTS

POLICY

Students who are currently attending another accredited college or university and who are in good standing may be admitted to Coastal Alabama Community College as transient students. Transient students in good standing must provide written authorization from the postsecondary institution in which they are currently enrolled stating that courses selected at Coastal Alabama have been approved for transferable credit. The transient form must be submitted at the same time the students apply for admission.

PROCEDURE

Applicants must complete the Application for Admission form which may be obtained upon request from the Admissions Office of the College or on our web site. Applicants must request that an official "Letter of Transiency," properly signed by the Dean or Registrar at the postsecondary institution in which they are currently enrolled, be mailed directly to the Admissions Office.

STUDENTS SEEKING READMISSION

POLICY

Former students who have not attended Coastal Alabama for one or more semesters (excluding summer semester) are

required to apply for readmission. Applicants who have been admitted previously, but who did not enroll, will be required to apply for readmission.

PROCEDURE
Students who are seeking readmission must complete an Application for Admission form, which is obtained upon request, from the Admissions Office or on our website.Students seeking readmission must request that any postsecondary institution attended since leaving Coastal Alabama Community College mail official transcripts directly to the Admissions Office.

INTERNATIONAL STUDENTS

GENERAL INFORMATION
International student applications are not eligible for conditional admission status. International students must meet all qualifications and provide all documents listed on the application packet, including proof of English proficiency such as the required Test of English as a Foreign Language (TOEFL) score, before they can be issued an I-20 form. Prior to being issued an I-20 Form, International Students must contact the Office of Admissions. Coastal Alabama Community College is authorized under Federal law to enroll nonimmigrant students.

APPLICATION DEADLINE
All international applications must be submitted six months prior to the beginning of the semester for which the applicant hopes to gain admittance. Applications that are not turned in six months prior to the beginning of the term may not be considered for admittance.

NOTIFICATION
Applicants are notified of decisions regarding admission to the College as soon as possible after all required documents are received by the Admissions Office. The I-20 Form and a letter of acceptance for admission will be mailed to each applicant who meets the requirements.

AUDIT STUDENTS

POLICY
Audit Only applicants must complete all steps, just as new or first-time transfer students, including the completion of an application for admission. Also, applicants must have all transcripts from high school and college(s) sent to the Admissions Office. Finally, applicants must obtain a "Declaration of Intent to Audit" form from the Registrar's Office, complete the form with the course(s) to be audited, and forward it back to the Registrar's Office. The "Declaration of Intent to Audit" form, which becomes part of the applicant's permanent file, must be completed by the end of the registration period and may not be changed thereafter. Students enrolled in audit courses are expected to attend classes regularly. They must adhere to all College rules and regulations regarding the withdrawal from course(s) or the College. The cost for auditing a course is the same as the cost for taking a course for credit.

PROCEDURE
Audit Only applicants must complete all steps as those for any new or first-time transfer student, including the completion of an application for admission. The applicant must mark "Audit Only" on the application and must have all transcripts sent to the Admissions Office. All other applicants who wish to audit courses, including degree-seeking students, must obtain a "Declaration of Intent to Audit" form from the Registrar's Office. This form must be completed for the course(s) to be audited. The completed "Declaration of Intent to Audit" form must be submitted to the Registrar's Office by the end of the registration period. As official College documents, the "Declaration of Intent to Audit" forms are placed in students' respective permanent files. Students enrolled in either classification of audit courses are expected to attend classes regularly. If it becomes necessary for them to withdraw from college, they should follow the same withdrawal procedure as regular students.

ORIENTATION
New students are required to attend New Student Orientation prior to registration at Coastal Alabama Community College. New Student Orientation is designed to familiarize students with campus facilities and services, College policies, and to assist students in their academic environment. Sessions with professional counselors and academic advisors devote attention to placement testing, academic programs and requirements, the selection of a major field of study, and extracurricular activities as well as individual advisement on schedule preparation and registration. New students are required to register for ORI101, Orientation to College.

REGISTRATION

The regular registration for each semester is indicated in the College Calendar. Information regarding registration is sent to new students at the time they are accepted. New students are encouraged to meet with a counselor or academic advisor prior to registration to plan appropriate programs of study.

LATE REGISTRATION

Any registration which is completed after the beginning of classes is considered late. Late registration dates will be published in the class schedule each term.

No credit will be awarded to any student who: a) is not properly registered for a class; b) has not paid all tuition and/or fees; or c) has not resolved all registration discrepancies during the term in which the discrepancies occurred or before the first day of class of the next term.

EARLY REGISTRATION

All enrolled students are urged to register during the designated time preceding the semester for which they are registering. During early registration, academic advisors are available during regularly scheduled office hours to assist students with their educational plans.

DEGREE PLAN

To assist students in monitoring completion of their major, students can print a copy of their Degree Plan as the first step in Coastal Alabama's registration process. The Degree Plan lists each course that is required in the student's declared major, the courses that have been completed by the student, and the courses that the student needs to take. The Degree Plan also lists other information, such as elective courses taken, courses registered for but not successfully completed, placement test scores, and GPA data, that will assist Coastal Alabama students in monitoring their degree completion.

EXTENDED DAY OR EVENING PROGRAM

Coastal Alabama Community College provides educational opportunities for persons who are unable to attend college during the day. This extended day/evening program is designed to offer courses for students who need a flexible class schedule to accomodate work or other life responsibilities. Most of the classes meet once a week, and the sessions are designed to give the student exactly as much time for classroom instruction as those enrolled in the regular day program. The policies for admission, registration, graduation, and course requirements are the same for extended day/evening students as for day students.

SERVICE MEMBERS' OPPORTUNITY COLLEGE PROGRAM

The Service Member's Opportunity College (SOC) network is designed to permit military service students and their dependents to pursue college-level programs without penalty for unusual situations and transfer over which they have no control. Since Coastal Alabama Community College is an affiliate member of the SOC, a military service member through a contract with the College may complete at least 25% of the degree in residence with Coastal Alabama. The student may then complete the remaining course work required to meet degree requirements at another accredited college or university and transfer this credit back to Coastal Alabama.

EARLY COLLEGE

GENERAL INFORMATION/POLICY

At Coastal Alabama Community College, qualifying high school students have several opportunities to earn college credit while still attending high school. Under the guidelines of the Alabama Community College System Board of Trustees Policies and through cooperative partnerships with groups such as the public school systems in our service area, the following programs currently allow high school students early admission to college:

1.) Accelerated Program
2.) Dual Enrollment/Dual Credit
3.) Career/Technical Dual Enrollment
4.) Early Release

Detailed information on Accelerate High School/Dual Enrollment, including admission procedures and forms, can be found on the Coastal Alabama Community College website under the "Programs" link. Private, parochial and home school students may be governed by separate agreements.

ACCELERATED PROGRAM

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. This program is available to students attending public, private, parochial, or church/religious schools pursuant to § 16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Highly motivated students from schools outside of the public school systems have also taken advantage of online classes and on-site classes, allowing them to earn several college credits through the Accelerated Program before they graduate high school. Students pay tuition, fees and cost of books/materials.

QUALIFICATIONS

Students interested in taking college courses through the Accelerated Program must meet the following criteria for each term:
- Have completed the 10th grade
- Have written verification, have at least a 2.5 GPA, and a recommendation from the Principal or Principal Designee
- Have completed the high school prerequisites for the courses in which they want to enroll

*The terms and conditions of the Accelerated Program are subject to change without notice according to changes in secondary and postsecondary standards.
*Accelerated credit may not substitute for high school requirements.

DUAL ENROLLMENT/DUAL CREDIT AND EARLY RELEASE FOR HIGH SCHOOL STUDENTS

Coastal Alabama Community College provides instructional opportunities to eligible high school students through Dual Enrollment/Dual Credit for High School Students which allows eligible high school students to enroll in college classes concurrently with high school classes and to receive high school and college credit where appropriate. Early Release (where offered) allows eligible students who have met the required prerequisites to leave their high school campus to attend college classes at any of the Coastal Alabama Community College campuses. Students who qualify must take one college course (3 credits) that will transfer back to the high school as one (1) credit. Coastal Alabama Community College will have individual contracts with each separate public school system in its service area. Students pay tuition, fees, and costs of books/materials.

QUALIFICATIONS

Students interested in taking college courses through Dual Enrollment/Early Release, if a contract is available, must meet the following criteria for each term in which they wish to participate:
- Completed the tenth grade
- Have at least a 2.5 GPA
- Have written verification and recommendation from the Principal or Principal Designee
- ACT score for participating seniors
- For math dual enrollment, a math subtest score of 20 or higher on the ACT or passing ACCUPLACER math placement score
- For English dual enrollment, an English subtest score of 18 or higher on the ACT or passing ACCUPLACER English WritePlacer placement score

*The terms and conditions of Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

CAREER/TECHNICAL DUAL ENROLLMENT

Coastal Alabama Community College offers opportunities for high school students to earn free college credits when grant funds are available while they earn high school credits where available. Students who wish to participate in this program must have a minimum 2.5 GPA and be interested in one of the areas listed below:

Building Construction	Emergency Medical Technician	Industrial Maintenance Technology
Culinary Arts	HVAC	Machine Tool Technology
Drafting and Design Technology	Industrial Engineering Technology	Welding Technology
Electrical Technology		

*The terms and conditions of Career/Technical Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

EARLY COLLEGE INFORMATION CONTACTS
Bay Minette, Fairhope, Gulf Shores: 251-580-2169 or 251-580-2243
Monroeville, Thomasville, Gilbertown, Jackson: 251-575-8202
Brewton, Atmore: 251-809-1591

BUSINESS OFFICE

TUITION AND FEES - SUBJECT TO CHANGE
General Fees - Effective Fall 2016

Credit Hours	In-State	Out of State
1	$146.00	$263.00
2	$292.00	$526.00
3	$438.00	$789.00
4	$584.00	$1,052.00
5	$730.00	$1,315.00
6	$876.00	$1,578.00
7	$1,022.00	$1,841.00
8	$1,168.00	$2,104.00
9	$1,314.00	$2,367.00
10	$1,460.00	$2,630.00
11	$1,606.00	$2,893.00
12	$1,752.00	$3,156.00
13	$1,898.00	$3,419.00
14	$2,044.00	$3,682.00
15	$2,190.00	$3,945.00

*Subject to change

These fees are required each semester and are subject to change without notice. In-state fees include $117.00 per credit hour Tuition, $9.00 per credit hour Technology Fee, $9.00 per credit hour Facility Renewal Fee, $10.00 per credit hour Special Building Fee, and a $1.00 Bond Reserve Fund Fee. Out-of-state fees include $234.00 per credit hour Tuition, $9.00 per credit hour Technology Fee, $9.00 per credit hour Facility Renewal Fee, $10.00 per credit hour Special Building Fee, and a $1.00 Bond Reserve Fund Fee. In addition to paying the appropriate tuition fee, you may also be required to purchase certain necessary tools and supplies for some courses or programs.

Tuition is due prior to the first day of class. These fees are required each semester and are subject to change without notice. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Wayne (MS) and Lauderdale (MS).

Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, all classes and dorms will be cancelled, and the check will be treated as a nonpayment for services. A service charge will also be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

All returning students for the Fall Semester must reapply for Financial Aid by completing the free application for Federal Student Aid. The FAFSA for the upcoming academic school year should be completed and submitted early to avoid delays in being awarded financial aid.

Students who have not been awarded Financial Aid **MUST** be prepared to pay for tuition, fees, and books at the time of registration.

OTHER FEES
1. Room and Board - Fees for room and board (available on the Bay Minette and Brewton Campuses) is listed in the Housing Contract for the semester requested. A $100.00 Housing Application fee is collected at the time of application. See the website for further housing information.
2. Lost Dormitory Key Fee - The fee will be assessed at the time of replacement.

3. Meal Ticket Replacement Fee - $10.00
4. Non-Residential Meal Plan - 10 meals for $58.75
5. Graduation Fee - Each district collects a graduation fee. See the website for the current fee structure.
6. Returned Check Fee - All return checks received for services will be treated as nonpayment; for tuition and fees, immediate cancellation of class schedule; for dormitory and/or meals, immediate cancellation of and access removal to those services. After return check students will be given 10 days from date of written notification to present cash or credit card to regain class schedule and/or access to services. Coastal Alabama will no longer accept personal checks from the student. Return checks received for all other goods and services will be treated like anyl other bad debt. The current Board of Trustees approved return check fee will be applied to the students account. The student will be billed until the end of the semester in which the check was returned and any outstanding charges will be remitted to the current collection company, at which time the student becomes liable for the amount of bad debt and all collection cost associated with the collection of the debt.
7. ID Replacement Fee - $25.00
8. Smoking Violation Fee - $25.00
9. Placement Challenge Test Fee - $25.00
10. WorkKeys Test Fee - $31.75 - Students who took the WorkKeys test as part of a high school program should contact Mandy Bezeredi at 251-580-2169. Students may be granted credit for WKO 107 if they tested and reached their major's target level.
11. Parking Decal Fee - $20.00

NOTICE: Students who owe the College any type of fee, such as a tuition fee, the fees described above, or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College.   The College will not release College credits, transcripts, or diplomas until all delinquent balances are paid in full.

TUITION DEFERMENT PLAN

Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay at least one-half of total term charges no later than the first day of each term. The remaining balance shall be paid no later than midpoint of the term. Students must enroll by May 22, 2017, to be considered for the tuition deferment plan.

In the event of delinquent student payments, no grades, college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Business Office. There is a $40.00 deferment fee to enroll in this plan.

PROVISIONAL ENROLLMENT

There are several third party agencies responsible for the payment of tuition and fees for students attending the Alabama Community College System. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred for 30 calendar days after the last day of registration for students receiving financial assistance from third party agencies (private, federal, and state). However, federal and state agency payments may be extended beyond the 30 calendar days after the registration period in accordance with each individual program's procedures.

Students sponsored by third party private agencies will be responsible for payment of tuition and fees immediately if the private third party agency has not paid by the end of the registration period or by the 30 calendar day extension. If payment is not rendered immediately, the student will be administratively withdrawn.

REFUND POLICY
FOR COMPLETE WITHDRAWAL

A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date as follows:

Withdrawal during first week ....75% of fees refunded
Withdrawal during second week ....50% of fees refunded
Withdrawal during third week ....25% of fees refunded
Withdrawal after close of third week .... No fees refunded

1. **Administrative Fee** - An administrative fee not to exceed 5% of tuition and other institutional charges or $100.00 whichever is smaller, shall be assessed for each withdrawal within the period beginning the first

day of class and ending at the end of the third week of class.

2. **Books and Supplies** - A student who withdraws and who has purchased returnable books and/or supplies from the College and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50% of the purchase price.

POLICY FOR REFUNDS FOR WITHDRAWING FROM CLASS

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who withdraws from a class after the official drop/add period. If the student owes the College additional tuition and fees as a result of adding classes, the student must pay the additional amount to the Business Office before attending class. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the second week of the term as long as the student account balance is zero. No refunds of any type will be issued if the student has an account balance greater than zero.

In some cases, you may be given a refund if you drop a class that meets on an irregular basis--for example, if you drop a class that meets only one day during the semester. For more information, contact the Business Office. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of classes is indicated on the College calendar as the day that classes begin. This day may not be the first day on which all classes begin.

REFUNDS - BAY MINETTE, FAIRHOPE, GULF SHORES

Until Fall 2017, only students who attend the Bay Minette, Fairhope and Gulf Shores Campuses will be issued refunds via the services of Heartland. Students should sign up for their refund preference. The websites below are to help students and other individuals:

Student Website – https://heartland.ecsi.net/index.main.html#/access/signIn - This website is where a student accesses their Refunds account to manage their refunds. Once signed in, students have the option to enroll in a delivery method (Direct Deposit, Discover and Paper Check). After logging in, choose your refund option (check, direct deposit or free student-issued card). For further questions, call 251-580-2217.

Discover Website – DiscoverBank.com/student - This is a Discover website where students can learn more about the account available under the Discover Student Deposits Program, fees, ATMs, FAQs, etc.

REFUNDS - ATMORE, BREWTON, MONROEVILLE, THOMASVILLE, GILBERTOWN, JACKSON

Students who attend the Atmore, Brewton, Monroeville, Thomasville, Gilbertown and Jackson Campuses will receive refunds via a paper check.

REFUND IN COMPLIANCE WITH FEDERAL REGULATIONS

Coastal Alabama Community College complies with all federal regulations relative to refund of tuition and other institutional charges for Title IV recipients. Students who do not attend beyond 60% of the semester will be subject to Title IV repayment.

REFUND FOR ALABAMA NATIONAL GUARD AND RESERVISTS CALLED TO ACTIVE DUTY

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the semester/term due to active duty orders or assignment to another location.

NOTICE: In some cases, you **may** be given a refund if you drop a class that meets on an irregular basis–for example, if you drop a class that meets only one day during the semester. For more information, contact the Business Office.

For calculating refunds, a week is defined as seven (7) calendar days. The first official day of class is indicated on the College Calendar as the day that classes begin. This day may not be the first day on which all classes begin. All refunds are issued by check and mailed at the end of the fourth week of class.

FOR STUDENTS RECEIVING FINANCIAL AID

Students receiving assistance from one or more student financial aid (SFA) programs (other than work-study) during a semester when they are due a refund under the Coastal Alabama refund policy must return part of the refund to the financial aid program(s) involved. The refund repayment procedure is as follows:

1. A withdrawal occurs when a student officially withdraws, drops or, takes an approved leave of absence, is expelled, or otherwise fails to complete the program on or after the first day.

2. The withdrawal date is:
- official withdrawal—the date the student notifies of withdrawal or the date of withdrawal specified by the student;
- drop out—the last recorded date of class attendance;
- leave of absence—the last recorded date of class attendance, or;
- Internet course—the date of the last assignment submitted by the student.

3. The withdrawal date must be determined within 30 days after the end of the earlier of:
- the period of enrollment for which the student has been charged;
- the academic year; or,
- the educational program.

4. Title IV recipients who withdraw from the College or stop attending class(es) before completing 60% of the semester will owe a refund to the College and Title IV programs based upon actual last day of documented class attendance.

5. The Last Date of Attendance—For Title IV purposes, a grade of "F" will be assigned to any student who does not satisfactorily complete the requirements of a course or who voluntarily discontinues class attendance and does not follow the official withdrawal procedure.

EARLY REGISTRATION, CANCELLATIONS & REFUNDS

Students who decide not to attend school after early registering for a semester must officially cancel their registration to avoid receiving "F's" for that semester.

If students who paid fees or made financial arrangements before the opening of the semester officially cancel their registration prior to the beginning of the semester, all fees will be refunded.

If students do not cancel their early registration prior to the beginning of the semester, they must officially withdraw from school. If they never attend any classes, all fees will be refunded.

ALL CANCELLATIONS OR WITHDRAWALS OF EARLY REGISTRATION MUST BE HANDLED PERSONALLY. STUDENTS SHOULD CONTACT THE OFFICE OF STUDENT SERVICES TO COMPLETE THEIR CANCELLATION OR WITHDRAWAL.

FINANCIAL AID

IMPORTANT DEADLINES

To better serve the students, the College Financial Aid Priority deadline is July 1st. To receive full consideration for all aid sources, student application packets, including the submission of all required documents, must be completed and received by the Financial Aid Office by noon on July 1st. Completed packets received after that time will still be processed for Pell Grant eligibility and Direct Loan eligibility. All tuition and fees are due by 7:00 p.m. on the last day of regular registration or students will be removed from registered classes. Students may re-register (with payment) for classes during the late registration period, provided space in those classes is available.

AWARDING OF FINANCIAL AID

Financial Aid is a process which involves many stakeholders: the Department of Education, the Internal Revenue Service, the family, the student, the Institution, the Financial Aid Office, the Admissions Office, and the Registrar, to name a few. Awarding financial aid is a detailed process that takes time. Filing the FAFSA is the start of the process. The awarding process, once the Financial Aid Office receives all required information, takes 7 to 10 working days to complete.

Once all information is received, the Financial Aid Office can provide the student with a financial aid award. This notification and all subsequent notifications will be sent to the student's secure campus email account, unless the student has informed the Financial Aid Office of their desire to receive all notifications through mail. The student agrees to receive electronic emails during the admissions application process. All students will be sent yearly, via email, a notification of these electronic notifications. The award letter will confirm if the student is eligible for any type of grant aid or scholarship aid. This letter will also confirm the amount and type of loan that the student is eligible for. Please note all students are eligible for loans unless: (1) they have defaulted on a previous loan, (2) they are academically ineligible to receive loans, or (3) they have used their maximum loan amount eligibility.

Federal Financial Aid (Pell Grants, SEOG, and Direct loans) are Title IV Funds. In order to qualify for federal student aid, a student who first enrolls in a program of study on or after July 1 must have a high school diploma, a recognized equivalent of a high school diploma, or have completed a home school program. Documentation that a student needs to provide can be a copy of the high school diploma, or a copy of a final transcript from the high school showing the date when the applicant completed his or her education. A student who has not graduated from high school may provide a General

Educational Development (GED) certificate. Those students who have been home schooled must provide either of the following: a transcript or its equivalent that lists the courses completed by the applicant and that documents completion of high school. Such a transcript or the equivalent must be signed by the applicant's parent or guardian, or a high school completion credential for home school provided for under state law. No financial aid can be awarded until the above requirement is met.

Students who are conditionally accepted by the Admissions Office into a degree program or certificate of study, with the condition being final high school or college transcript, can receive FSA during the conditional term. Students who do not comply with the conditions will lose future FSA and will not be allowed to continue with the certificate or degree pursuit.

PLEASE NOTE

Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriations and actual receipt of the funds by the College. The Financial Aid and Scholarship Committee reserves the right on behalf of the College to review and cancel an award at any time because of changes in the student's financial or academic status, changes of academic program or changes in the institutional award level.

PURPOSE

The primary purpose of the Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid is provided in the following ways:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work Study Jobs
- Institutional Work Study
- Scholarships
- Alabama Student Assistance Program
- Direct Stafford Loan Program
- Parent Plus Loan Program

Grants are monies usually provided from a political source, such as federal, state or local government, and do not have to be paid back. Scholarships are monies normally provided by private sources or foundations. In most cases, scholarships do not have to be paid back if a student follows all terms and conditions that are stated in the scholarship award document, which is provided to the student by the scholarship committee or foundation awarding the scholarship. Loans are monies that the student borrows and these monies will need to be paid back to the lender. In the Direct Loan program, the federal government is the lender.

Students in violation of the College's strict policy against alcohol and drugs on campus and/or in violation of local, state and federal regulations on alcohol and drug usage may jeopardize their grant and work eligibility.

In determining student need, the Financial Aid Director will use the Student Aid Report from the Free Federal Application for Student Aid (FAFSA). No financial aid can be determined without filing a FAFSA. To file the FAFSA, students should go to the website: http://www.fafsa.ed.gov. The FAFSA needs to be filed yearly, no earlier than October 1st. Once the FAFSA is filed, the student will receive the Student Aid Report, which will have the family's Expected Family Contribution (EFC). The EFC will be used to consider financial need. The amount of financial assistance students may receive depends upon their need as determined by: the family's EFC and aid received from outside sources. Financial aid is awarded on an academic year basis. Primary consideration is given to an applicant's demonstrated financial need. Normally, the financial aid award will be disbursed in two payment periods, except the work-study award. The applicant receiving a work study award will receive wages monthly.

FINANCIAL AID CODE OF CONDUCT

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions were developed to bring the College into compliance with the federal law.

Neither the College as an institution nor any individual officer, employee or agent shall enter into any revenue sharing arrangements with any lender.

No officer or employee of the College who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de-minimus amount.

An officer or employee of the College who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

The College shall not A) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender, or B) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

The College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan to students in exchange for the institution providing concessions or promises regarding providing the lender with A) a specified number of loans made, insured, or guaranteed under Title IV, B) a specified loan volume of such loans, or C) a preferred lender arrangement for such loans.

The College shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.

Any employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

FINANCIAL AID POLICIES

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require all students receiving federal financial aid (Federal Title IV aid including Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Stafford Subsidized, Unsubsidized or Plus Loans) must make satisfactory academic progress toward completion of a degree or certificate. Students receiving an Alabama Student Assistance grant must also make satisfactory academic progress toward completion of a degree or certificate.

After each review of satisfactory academic progress, students who do meet the progress requirements will be notified via their campus e-mail or by mail to their permanent address on file. The notice will tell the student what type of satisfactory progress issue the student has: satisfactory academic suspension or satisfactory maximum time suspension.

According to 34 CFR 668-16(e), there are two major components of satisfactory academic progress: the qualitative component (cumulative GPA) and quantitative component (timeframe of completion).

Qualitative Requirement (Cumulative GPA) – Students must meet or exceed the following minimum cumulative GPA's based upon total hours attempted:

Semester Credit Hours Attempted	Cumulative GPA
12-21	1.50
22-32	1.75
33 or more	2.00

Quantitative Requirement (Timeframe for Completion) – Eligible students may receive federal financial aid for a period of time not to exceed 1.5 times the normal length of his/her program of study. Students enrolled in the Certificate programs may receive financial aid for a maximum of 45 credits and if enrolled in an Associate degree a student may receive financial aid for a maximum of 90 semester hours attempted. All credits transferred into the College will be counted toward the maximum number of hours attempted. Each student on federal financial aid must earn two-thirds (67%) of all the hours he/she attempts in order to complete a program in the normal length of time allowed. Students who have not passed the required number of hours will be suspended (financial aid suspension) from receiving federal financial aid. Financial aid is reinstated when the student has achieved the minimum cumulative GPA required and earned the required minimum number of credit hours.

If a student repeats a course which was previously successfully completed, the hours obtained the second time the course is attempted do count toward the minimum number of academic hours required for program completion. Failing grades, withdrawals, incompletes and/or repeated classes may result in financial aid suspension because these classes are considered as attempted hours not successfully completed (these hours are included in the maximum number of hours attempted).

Developmental Courses – A student receiving federal financial aid may not enroll in the same developmental (remedial)

course more than three times and continue to receive federal financial aid. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. Credit hours attempted for developmental courses are included when determining a student's qualitative or quantitative progress for financial aid, including the maximum time frame requirement.

Academic Suspension is different than Financial Aid Suspension. A student who is readmitted academically or who has appealed successfully his/her academic suspension, may not be able to receive financial aid and MUST contact the financial aid office. Approval of the student's appeal to the admissions committee for readmission does not reinstate the student's eligibility for financial aid.

Financial Aid Suspension – Academic progress will be assessed at the time a student applies for financial aid, and reviewed each academic year. The student is placed on financial aid suspension when the Qualitative Requirement (Cumulative GPA) and/or the Quantitative Requirement (Timeframe for Completion) have not been met. Financial Aid will be reinstated when the student attends college at his/her own expense and meets the minimum standards of satisfactory academic progress or if the Financial Aid Appeal Committee reinstates eligibility.

Change in Program – If a student changes programs, he or she will be allowed to continue to receive federal financial aid for 1.5 times the normal length of the second program. Any student exceeding the normal maximum credits to receive a degree will need to appeal for maximum time. A student may change programs of study more than once but will not be allowed to receive federal financial aid for more than 180 credit hours attempted.

Appeals Process – If a student wishes to request consideration for re-instatement of federal financial aid due to either a maximum time situation or an extraordinary circumstance (examples: death of parent, spouse or family member, documented medical issues, documented injury (Note: work is not considered extraordinary)), the student must do the following:

1. Complete a Financial Aid Appeal form and follow the form directions.
2. A student must have a written statement regarding why the student failed to make SAP (extraordinary circumstance).
3. A student must state what has changed to allow the student to make SAP progress and what the student is going to do to be successful.
4. Students must provide a detailed academic plan signed by the student academic advisor, indicating courses needed to graduate in cases where financial aid suspension resulted from maximum time (credit consumption). This degree plan must include graduation date (term). If appeal is approved, the plan must be followed exactly or future aid will be removed.
5. Provide third party unrelated professional documentation of reason for extraordinary circumstance. This documentation must be date and time specific and address the reason as stated in the appeal. For death of a family member, an original death certificate must be received, as well as other third party unrelated professional documentation that supports the reason as stated.

A student may submit an appeal for reinstatement of federal financial aid one time. Any appeals that are not complete will be returned to the student unprocessed. Once appeals are received by the Financial Aid Committee, written decisions will be sent to the student (by email) within two weeks. The decision of the Financial Aid Appeal Committee is final.

Send all appeal documents to:
Coastal Alabama Community College
ATTN: Financial Aid Office
1900 US Highway 31 South
Bay Minette, AL 36507

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Students convicted of a federal or state offense of selling or possessing illegal drugs may not be eligible for federal student aid (grants, loans, and work-study). Students who answer "Yes" to question 31 on the FAFSA will be sent a worksheet by the federal processing center to determine if the conviction affects eligibility for aid. Also, if the Financial Aid Office is notified that a student has been convicted of possession or sale of illegal drugs during the academic year, all federal student aid will be suspended immediately.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid. Also, a conviction that was reversed, set aside, or removed from the student's record does not count.

The chart below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Possession of illegal drugs		Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses		Indefinite period

Students regain eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Further drug convictions will make them ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

It is the student's responsibility to certify to the Financial Aid Office the date of the conviction and if (s)he has completed a drug rehabilitation program.

VERIFICATION

WHAT IS VERIFICATION?
Verification uses documentation to confirm that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify, or confirm, the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the federal financial aid to which they are entitled and prevents ineligible students from receiving financial aid for which they do not qualify.

HOW WILL I KNOW IF I AM SELECTED FOR VERIFICATION?
If a student's SAR indicates that he/she was selected for verification or if the Financial Aid Office determines that the student's application needs to be verified, the student and his/her parent(s) will be required to provide supporting documents to the Financial Aid Office. Students will be notified by e-mail to their college e-mail address. Students need to monitor their e-mail accounts. Students can also check financial aid information using their myCA account.

HOW WILL I KNOW WHAT ADDITIONAL DOCUMENTATION IS REQUIRED FOR VERIFICATION, WHERE TO SEND IT, OR WHEN TO SEND IT BY?
If a student's SAR indicates he/she was selected for verification or if the Financial Aid Office determines that the application needs to be verified, the student and his/her parent(s) will be required to provide supporting documents to the Financial Aid Office. Students will be notified by email to their campus email addresses of what additional information needs to be provided. Students need to monitor this email account. Students can also check their financial aid information using their myCA accounts to see what documents they need to send in.

IF I AM SELECTED FOR VERIFICATION, AM I REQUIRED TO SEND ADDITIONAL DOCUMENTATION?
Yes. Participation in the verification process is not optional. If a student who is selected does not submit the required documentation by the established deadline, the student will not be eligible to receive federal financial aid from the College.

WHAT HAPPENS AFTER VERIFICATION?
Once the verification documentation has been received, it will be compared to data elements on the student's FAFSA. If the information on the FAFSA matches the documentation provided, then no changes to the FAFSA are required, the verification process will continue, and the student will be awarded financial aid based on the original FAFSA results. The student will receive notification through his/her student campus email and student myCA account.

If the verification process results in corrections to any data elements on the FAFSA, the Financial Aid Office will submit these changes electronically to the federal processor. Both the student and Financial Aid Office will be notified of the reprocessed FAFSA results electronically from the processor. Once received, the student will be awarded financial aid based on the reprocessed FAFSA results.

DEADLINES
All required documents should be submitted to the Financial Aid Office no later than 10 business days from the initial date of request. Delay in submitting all required documents will cause a delay in awarding financial aid. The process takes

7 to 10 business days to complete.   Students are expected to apply for aid and complete the verification process before the term has begun. Otherwise, the student is in jeopardy of not receiving any Federal aid for their period of enrollment. A Pell Grant applicant must complete the entire process before the Pell Grant program deadline in September or 120 days after the last day of the student's enrollment, whichever is earlier. If the process is not complete, the student is not eligible for Pell for that award year. Students who have not completed the verification process within the required period will receive a letter of explanation.

If the Financial Aid Office suspects that a student, or other individual, has intentionally misreported information or altered documentation to fraudulently obtain federal financial aid funds, the office can report its suspicions, and will provide the evidence to the Office of Inspector General, U.S. Department of Education for review.

TITLE IV FUNDS

RETURN OF TITLE IV FUNDS

In accordance with Federal regulations, those students who receive federal financial aid and who officially withdraw from the College during the first 60 percent of a term will have their federal financial aid adjusted. To officially withdraw from the College, a student may withdraw any time prior to the last day of class before any final exams start for any semester or term, as published in the printed semester schedule for the College. To withdraw, students must file an official withdrawal form in either the Registrar's Office or in the Administrative Offices on branch campuses.

The adjustment is based on the percentage of calendar days used in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer).

The date of withdrawal will be the date the student begins the withdrawal process unless there is documentation of class attendance beyond that date.

Students who do not follow the official withdrawal procedure, but who stop attending classes for all of their courses, will be considered to have withdrawn at the 50 percent point of the term unless attendance is documented after that time. Attendance is tracked electronically for students taking Distance Education courses. Distance Education students should follow the official withdrawal procedure and base their official withdrawal date on their actual last date of attendance (i.e. course participation). There will be no adjustment to federal financial aid after the completion of at least 60 percent of the term.

A student who receives all "F"s or all "W"s, and whose last day of attendance was before the 60 percent date of the term, will have their federal aid adjusted as stated previously.

Once the amount of federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

Students who receive a refund of financial aid prior to withdrawing from the College may owe a repayment of federal financial aid funds received. Students will be billed by the Student Account Office and will be given 30 (thirty) days to repay the funds to the College. Students who fail to repay the unearned portion of Federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

GRANTS, LOANS & SCHOLARSHIPS

FEDERAL PELL GRANTS

By filing the FAFSA, a student is automatically considered for a Pell Grant based on his/her family's EFC and if he/she is enrolled in an eligible program of study. Students receive preliminary Pell eligibility upon completion of filing their FAFSA electronically. This amount is subject to any changes that a student might make to his/her FAFSA application or from the process of Verification.

The amount of the student's award, based on the determination of eligibility and the cost of his/her education, is determined by the U.S. Department of Education. This grant program, authorized by the Educational Amendments of 1972, does not have to be repaid and is used to provide the "base" for a student's financial package. The maximum amount varies from year to year dependent on published Office of Education payment schedules.

Once Pell is awarded to a student and that student becomes registered, Pell is placed on the student account. A Pell grant is used to pay tuition, fees, room and board (if a student lives on campus). Any amount over these billed amounts can be refunded to a student. Students who are Pell-eligible can charge their books from the campus bookstore to their accounts before any Pell refunds are distributed if financial aid is greater than tuition, fees and dorm charges. This can be by the 7th day of a payment period, as long as the student has completed the financial aid process. Students must have completed the financial aid process (must be awarded) in order to obtain their books in this manner. This process is only

for the College bookstore.

Students must apply each year by filing the FAFSA electronically. Students can apply after October 1st each year. All new and returning students are encouraged to apply early, at least by April 1, to ensure adequate time for processing.

The amount of a student's Pell grant can be affected by a student's enrollment status: full time, part time or less then part time. Before a student changes enrollment status (drops or adds classes) he/she should check with the Financial Aid Office to see how the change will affect his/her aid status. After the official drop and add period, the Financial Aid Office will not recalculate a student's Federal Pell Grant amount due to enrollment status change. EXAMPLES: If Student A enrolls for 12 credit hours and withdraws from 3 credit hours after the official Drop/Add period, then Student A will be paid as a full time student. If Student B originally enrolls for 9 credit hours and adds an additional 3 credit hours after the official Drop/Add period, then Student B will be paid as a three-quarter time student, not as a full time student.

When a student is awarded after the beginning of a term (semester) and the student is Pell eligible their enrollment will be reviewed at that time. To receive a Pell grant a student must be enrolled and attending those courses that the student is enrolled in and these courses must be in a degree or certificate program that is qualified for federal student aid. The student's Pell will be awarded based on this course attendance, regardless of what the student was originally enrolled for. The date of record for Pell will be the date that the student has completed the awarding process. No reduction of Pell will occur after a student is awarded except when a student totally withdraws or fails all courses in a given term. Then the rules for recalculation of Title IV aid will be reviewed with respect to the students last date of enrollment and federal aid is adjusted at that time if need be.

Pell Grants are federal financial aid. Direct Student Loans, Plus loans, FWS and FESOG are also federal financial aid. Students receiving federal financial aid of any type must have their attendance verified each semester before any aid proceeds are disbursed. This process, completed by the faculty, occurs after the last day of drop and add for the term of current enrollment. Any student not attending classes as documented by the faculty will have their classes dropped and will have their federal financial aid suspended. Students are notified of this via their campus email. Students will not be able to attend classes. If a student believes they have attended class, they need to contact their instructors and follow the instructions that were emailed to them.

Students receiving Pell Grants are subject to lifetime limits and review of their enrollment history. For information, please go to Pell LEU and Unusual Enrollment History.

FEDERAL SUPPLEMENTAL – EDUCATIONAL OPPORTUNITY GRANTS

By filing the FAFSA form, students are considered for the the Federal Supplemental Educational Opportunity Grant Program (FSEOG). This grant is for students with exceptional financial need. The students with the lowest EFC have the highest need. If a student receives FSEOG, it cannot be less than $200. Not all students who qualify can be awarded, as there is a limited amount of grant money available. Students who apply early (file a complete FAFSA) are given first consideration.

FEDERAL WORK-STUDY PROGRAM

By filing the FAFSA form, students can be considered for the Federal Work-Study Program (FWS). The FWS program provides jobs for students who have financial need and who indicate on their FAFSA that they are interested in employment. The number of hours a student may work is determined by the student's need for financial aid. A student may earn no less than minimum wage. Students are paid monthly via student payroll.

Jobs include on-campus work in the cafeteria, library, administrative offices, residence halls, labs, gymnasium, facilities and grounds maintenance department, and off-campus with a public or private nonprofit agency, such as the public school system. In arranging a job and determining how many hours a week a student may work under this program, the Financial Aid Director or his designee will take into account: (1) need for financial assistance, (2) class schedule, (3) health, and (4) academic progress.

Federal Work-Study job assignments are made according to the date students complete their file and receive a Federal Work Study award. The student's job preference and skills are given first consideration; however, other factors may determine final job placement. Students who indicate no skills or job preference are placed in areas needing the largest number of student workers. Those students who fail to complete their files prior to orientation are considered late and are placed in the areas with remaining jobs.

Not all students who want jobs or are eligible can be placed. FWS is also limited due to the amount granted by the federal government. Those students who apply early by filing the FAFSA will be considered first.

INSTITUTIONAL WORK STUDY

This program of student employment provides jobs for students who are interested in campus-based jobs. Students may earn no less than minimum wage. Jobs are the same as the Federal College Work-Study Program. Students must be full-time and make satisfactory academic progress.

ALABAMA STUDENT ASSISTANCE PROGRAM

The Alabama Student Assistance Program provides a supplemental source of financial assistance to qualified undergraduate students with an established financial need from families with income below the prescribed maximum levels provided by law.

Students must be enrolled at least half-time in an eligible program of study leading to a degree other than a field of preparation for a religious profession. They must be legal residents of the State of Alabama and must maintain satisfactory progress.

DIRECT STUDENT LOAN

By filing the FAFSA form and being in an eligible program, a student can qualify for the Direct Student Loan Program. This loan program provides financial assistance through the federal government. To apply for a student loan, a student must go to http://studentloans.gov. A student must do both a MPN (master promissory note found on the website) and entrance counseling (also found on the website). When a student ends his/her college career, either by graduating or withdrawing (not continuing), he/she must do exit loan counseling. The College will notify all students who graduate, withdraw or do not enroll for the next term within 30 days of the end of each term. This notification will be a reminder for the student to do exit counseling. This counseling service is found at http://studentloans.gov. For more information on exit counseling and what student responsibilities are, students should view the Exit Counseling Guide for Federal Student Loan Borrowers.

Once a student is awarded a Direct Loan by the Financial Aid Office, the student must fill out a Loan Request Form (form is located on the Forms tab of the Financial Aid website). Students must complete this form to receive any Direct Student loans. Loan eligibility can be found on the award notification or on student's myCA account. Students must apply for loans on an annual (academic year) basis, UNLESS a student is only attending for a single semester. This means that students must fill this form out for two consecutive terms: Fall and Spring or Spring and Summer. If applying for a single term loan please note that this loan is subject to two disbursements during the term of the loan. Single term summer loans can be requested if a student is eligible, but a student must check on the request form if the summer loan is an additional loan or first time loan. Loans will only be disbursed for the terms that a student is registered for. Loans that are not disbursed do not have to be paid back. Interest on unsubsidized loans or parent plus loans does not start until loans are disbursed.

If a student is in the first year of undergraduate study and is a first-time Direct Subsidized/Direct Unsubsidized Loan borrower, the disbursement of the first installment of the Direct loan will not occur until 30 calendar days after the student's program of study begins.

Direct Student Loans will be awarded to students who at the time of awarding are enrolled at least half time in a degree or certificate program that qualifies for federal student aid. Direct student loans are subject to positive confirmation by the student before any actual loans are originated. Also a student must be enrolled at least half time at time of loan disbursement. Direct student loans are also subject to the rules of Title IV recalculation if a student totally withdraws or fails all courses in a given term.

The Direct Loan Program has two types of loans: Subsidized and Unsubsidized.

Subsidized Direct Loan - The student borrower is required to demonstrate a financial need. The federal government, on behalf of the borrower, pays the interest that begins to accrue while a student is in school, during authorized deferment periods, and for six months after the student ceases to be enrolled at least half-time.

Students who are first time loan borrowers on or after July 1, 2013, are subject to a 150% maximum borrowing time limit for subsidized loans. For example, if a student is enrolled in a two year degree, he/she has three years of subsidized eligibility (if qualified) to earn the degree. If a student does not earn the degree (graduate), he/she will become only eligible for unsubsidized loans and the subsidized loans that he/she has previously received will revert to unsubsidized loans and the student will be responsible for any and all interest. For one-year certificate programs, the time limit is 18 months.

Students transferring into the College from other colleges who were first time loan borrowers on or after July 1, 2013, are subject to the maximum borrowing limits. For example a student who had borrowed three years of subsidized loans at a four year school and is transferring to the College, regardless of the number of accepted transfer credits, would have zero eligibility left for subsidized loans, but would have unsubsidized loan eligibility left depending on his/her lifetime eligibility limits.

Students who change programs without completing their initial program are subject to maximum time rules for subsidized loans. For example a student who starts a program but fails to complete it and starts a program of equal or less length loses subsidized eligibility after the 150 percent time period.

For more information about current interest rates, applications and counseling information, please go to

www.studentloans.gov.

Unsubsidized Direct Loan: The student borrower is not required to demonstrate a financial need to qualify for the unsubsidized loan. However, repayment begins immediately upon disbursement or payment may be delayed. If repayment is delayed, the applicable interest payment begins to accrue upon disbursement.

Loan Amounts: Depending on the student's cost of attendance and his/her student status (dependent or independent), a student can borrow from $3,500-$9,500 on both the Subsidized and Unsubsidized Stafford Loan Program for the first year, and between $4,500-$10,500 for the second year. A student can borrow a lesser amount than listed above and is encouraged to do so. Students are encouraged to visit studentaid.ed.gov/types/loans for more loan information.

Direct Plus Loan (Loan for Parents)—A Plus Loan enables a parent with a good credit history to borrow to pay the educational expenses of each child who is a dependent, undergraduate student. Eligibility is not based on income. This loan program is intended to supplement the Direct Student Loan Program. Detailed information and application information can be found here http://www.direct.ed.gov/parent.html. A parent may borrow an amount not to exceed the student's estimated cost of attendance minus any financial aid that has been awarded for the enrollment period. For more information about current interest rates, applications and counseling information, please go to www.studentloans.gov.

OMBUDSMAN CONTACTS
We are pleased to provide updated information to ensure that borrowers of loans authorized under Title IV of the Higher Education Act of 1965, as amended, have the most current contact information for the Student Loan Ombudsman. This information is necessary to comply with the regulatory requirements that schools, lenders, guaranty agencies, and commercial and Department of Education servicers notify borrowers regarding the availability of the Ombudsman. Those requirements are included in the regulations at 34 CFR 674.42(b)(2)(xi) and .45(h); CFR 682.208(c)(3)(ii), .410(b)(5)(vii), .411(b)(3), and .604(g)(2)(x); and CFR 685.304(b)(4)(vii). Effective February 28, 2016, students should use the following information to contact the FSA Student Loan Ombudsman Group.

- Via on-line assistance: http://studentaid.gov/repay-loans/disputes/prepare
- Via telephone: 877-557-2575
- Via fax: 606-396-4821
- Via mail:
  FSA Ombudsman Group
  P.O. Box 1843
  Monticello, KY 42633

SCHOLARSHIPS
The College offers several types of scholarships to students. The Scholarship Committees award scholarships for proven performance in academics, technical, leadership, athletics, cheerleading, and performing arts. Detailed information and applications for scholarships may be obtained through the Financial Aid Offices. Students applying for any type of scholarship are encouraged to file the FAFSA. Only citizens of the United States or resident aliens are eligible for Institutional Scholarships. For a full list of scholarships by district, go to www.CoastalAlabama.edu.

VETERAN BENEFIT PROGRAMS

ABOUT VA EDUCATION BENEFITS
The Financial Aid office of the College makes every effort to ensure that all veterans, dependents, and reservists receive their educational benefits in a timely manner. If you have any questions about applying for VA education benefits, please contact the Financial Aid Office. For other information, including questions regarding your eligibility, please contact the Department of Veterans Affairs (DVA) at 1-888-GIBILL1.

VA CHAPTERS FOR EDUCATIONAL BENEFITS
  Chapter 30 – Montgomery GI Bill
  Chapter 31 – VA Vocational Rehabilitation
  Chapter 33 – Post 911
  Chapter 1606 – Montgomery GI Bill – Selected Reserve
  Chapter 1607 – Reserve Educational Assistance Program (REAP)
  Chapter 35 – Dependents Educational Assistance (DEA)
  Chapter 36 – Counseling Services
  Tuition Assistance – for individuals currently on active reserve

State VA – Alabama scholarship for dependents and spouses
More information (1-888-442-4551) or at www.gibill.va.gov.

DESCRIPTION OF CHAPTERS

Chapters 30, 1606, 1607 and 35 - These Chapters receive benefits in the form of a monthly check; none of these chapters pay for tuition or books. Muskogee Regional office determines their eligibility.

Chapter 31 - This chapter pays for tuition and books and receives a monthly stipend, which is determined by their local office. The local office is responsible for getting an authorization form to the College's Financial Aid Office so that tuition and books can be paid for.

Chapter 33 - This chapter is for veterans, spouses and children. It pays tuition (based on percentage rating), provides stipends for books, and pays a basic monthly housing allowance. The tuition money is sent to the College, and the book stipend and housing allowance is paid straight from the VA to the student via check or direct deposit. In order to be eligible for the full housing allowance, students must be full time and must have at least one campus course. If the student is less than full-time, the allowance will be prorated. Students must have at least seven hours or more to qualify for the housing allowance period. For individuals whose eligibility rating is less than 100 percent, the housing allowance will be paid based on percentage (60 percent, 70 percent, 80 percent, etc.).

Chapter 36 - This chapter is designed to provide professional, educational, vocational and career counseling services to service members, veterans and dependents. This benefit is available to service members within six months of anticipated discharge, veterans within one year following discharge from active duty, and service member or veteran currently eligible for a VA education benefit and all current VA education beneficiaries. These are the VA forms students will need for counseling VAF 28-8832, VAF 22-1990, VAF 28-1902 and VAF 28-8606. Information about this benefit can be found by clicking here.

Tuition Assistance - This benefit is for active duty reserve veterans only. Neither spouses nor children can receive this benefit. Veterans must apply for this benefit through www.GoArmyEd.com. Upon approval, he/she must submit a Tuition Assistance Authorization form to the College's Financial Aid Office so the tuition can be paid. This covers tuition and fees only (no books or housing allowance).

State Veterans' Affairs - This benefit is for spouses and children of a disabled veteran. The veteran has to have at least a 20 percent service-connected disability and must be a resident of the State of Alabama when he/she enlisted. If the veteran was not a resident of the State of Alabama at the time of enlistment, but he/she has lived in Alabama for five years or longer, then he/she may qualify. State VA pays tuition and a portion of fees and books. State VA does not cover $19 per credit hour of fees, nor do they cover remedial courses. Remaining balances can be paid for by cash or alternative methods of financial aid.

HOW TO APPLY:

NEW APPLICANTS

Chapters 30, 33, 1606 and **1607** – Go to the VA website (www.gibill.va.gov), and complete a 22-1990 form. The Financial Aid Office will certify the form and will mail the application to Muskogee, OK. The VA strongly urges all veterans to use the electronic process for completing this form. The VA will contact the student by mail letting them know their eligibility. The College's Financial Aid Office requires a copy of the DD214 (discharge notification), along with a completed in-house form known as the Statement of Understanding.

Chapter 33, Post 911 – Students need to submit a copy of their certificate of eligibility once they receive it from the VA.

Chapter 35 – Students must go to the VA website (www.gibill.va.gov) and complete a 22-5490 form. The Financial Aid Office will mail the form to the VA, which will experience a longer delay due to mail service. These same steps apply to the other chapters when mailing applications.

ESTABLISHED VA STUDENTS

Veteran students who have received benefits through Chapter 30, 33, 1606 or 1607, are required to complete a 22-1995 form. The Financial Aid Office requires a completed 22-1995, along with a copy of the DD214 and a completed in-house form known as the Statement of Understanding. Chapter 35 established veterans will need to fill out a 22-5495 and submit it to the Financial Aid Office.

NEW DEPENDENTS FOR POST 911

Veterans must go to the Department of Defense website (DOD) and elect how many months of benefits they wish to transfer to their child or spouse. Once the Department of Defense approves their request, the veteran can complete the application online at www.gibill.va.gov or can complete a paper 22-5490 form. Once receiving a certificate of eligibility, the veteran needs to submit a copy to the Financial Aid Office. The Financial Aid Office will require a copy of the veteran's certificate of eligibility if the veteran is applying for Chapter 33, Post 911.

ESTABLISHED DEPENDENTS FOR POST 911
Veterans must complete a 22-5495 and submit a copy of their certificate of eligibility to the Financial Aid Office.
TUITION ASSISTANCE
To apply for tuition assistance, the veteran will need to access www.GoArmyEd.com. Once Go Army Ed approves the tuition assistance, the veteran needs to submit a copy of the Tuition Assistance Authorization form to the Financial Aid Office.

TUITION GUIDELINES
The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:
- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. § 3679 as amended.

STATE VETERANS' AFFAIRS
A veteran must apply within the county he/she lives in. To locate a number for the county office, the veteran can go to www.va.alabama.gov. On the left-hand side of the website, choose County Veterans' Service Office, then choose the county of residency.

ANGEAP - ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM
An award to be used for tuition, educational fees and books/supplies for Alabama National Guard members to attend a public postsecondary educational institution in Alabama. Awards limited to $600 per term and no more than $2,000 per year. Applications are available at Alabama National Guard units.

VOCATIONAL REHABILITATION
Vocational Rehabilitation is an agency providing funding for education. To contact this agency, students should call (251) 441-5616.

GI BILL COMPARISON TOOL
Thanks to VA's new GI Bill® Comparison Tool, veterans can now find information online about Post-9/11 GI Bill benefits and the schools and training programs available to education beneficiaries. Before this tool launched, estimating how much beneficiaries may receive under the Post-9/11 GI Bill benefit was challenging. The new comparison tool makes it easy to estimate Post-9/11 GI Bill benefits with just one click.

In addition, Veterans can find and compare information on our 10,000+ approved education and training programs, including estimated tuition and fee amounts and your projected housing allowance. Also available are each school's graduation rate, student loan default rate and Yellow Ribbon participation. Together, the GI Bill benefit estimator and school comparison information enable students to compare education options and make the best decision for their future. In the future, VA will add additional functionality to the tool, including the ability to compare up to three schools side-by-side

VETERAN EMPLOYMENT WEBSITE
Newly launched Employment Center available on www.ebenefits.va.gov. Please click the following link to read the White House Press Release.

FINANCIAL AID

The Department of Veterans Affairs worked closely with our federal partners to develop the Employment Center, which is the single federal source for Veterans looking for new career opportunities in the private and public sectors, as well as Servicemembers transitioning to the civilian workforce, military spouses and dependents looking for employment opportunities, G.I. Bill® beneficiaries transitioning from training to the job market and employers looking to connect with high quality applicants. This new site integrates multiple tools and resources for both job seekers and employers, including the Veterans Job Bank.

If you or someone you know is a Veteran, Service member, military spouse or a dependent who is either unemployed or looking for a different career opportunity, I strongly encourage you to check out the new Employment Center. Once on the site you will be able to use the Skills Translator to translate your military skills to civilian skills or skip directly to building a resume with the Resume Builder tool. Resumes created on the site will be available for viewing by both private and public sector employers who are specifically looking to hire Veterans. Please, visit www.ebenefits.va.gov and click on the Employment Center tab on the top navigation bar to create and post your resume. This will ensure that employers looking to hire Veterans like you have access to your resume online.

ESTIMATED COST OF ATTENDANCE (COA)

Cost of attendance (COA) is an average figure used to determine financial aid eligibility. It includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses, such as unreimbursed medical/dental expenses, clothing, and transportation. Cost of Attendance minus the Expected Family Contribution (EFC) from your FAFSA equals your financial need for need-based financial aid programs.

The COA is not a bill and is provided for planning purposes only. Actual student bills will differ from the estimated COA figures provided by the College, which include both direct (i.e. billable) costs and indirect costs for two semesters. Tuition, fees, room (for on-campus residents), and books are the direct costs for which students are billed by the College. Other costs, including off-campus living expenses, are not billed by the College and will vary for each student.

Estimated cost of attendance budgets for 2016-2017 (two semesters of enrollment) are provided by the College upon request. Please note that COA figures are estimates and are subject to change.

	Single at Home	**On Campus**	**All Others**	**Out of State on Campus**	**Out of State Off Campus**
	Full Time	**Full Time**	**Full Time**	**Full Time**	**Full Time**
Full time for 2 semesters	30 Credits	30 Credits	30 Credits	30 Credits	30 Credits
Tuition and Fees	$4,440	$4,440	$4,440	$8,010	$8,010
Room/Board	$0	$5,900	$3,800	$5,900	$3,800
Book and Supplies	$1,600	$1,600	$1,600	$1,600	$1,600
Personal Expenses	$2,400	$886	$1,280	$1,200	$1,200
Transportation	$1,860	$1,860	$1,860	$2,250	$2,250
Total	**$10,300**	**$14,686**	**$12,980**	**$18,960**	**$16,860**

Cost of Attendance is reduced for less than full time status. The above table is for one academic year and is subject to change. Refer to the College website for the most current information. Estimated costs of attendance (two semesters of enrollment) are provided by the College upon request or can be found at www.CoastalAlabama.edu/financial-aid. Please note that COA figures are estimates and are subject to change.

ACADEMIC AFFAIRS

PROGRAM AND CATALOG CHANGES

Provisions of this publication are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change without prior notice any provision or requirement at any time within the student's term of attendance. It is the student's responsibility to know and follow all requirements.

CLASSIFICATION OF STUDENTS

Freshman: A student who has earned fewer than 30 semester hours of credit.

Sophomore: A student who has earned 30 or more semester hours of credit.

CREDIT HOUR DEFINITION

The Alabama Community College System requires all institutions in the System to operate on a semester system. Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A semester system is defined as a fall semester, spring semester, and a summer term.

Coastal Alabama Community College determines that one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation 34 CFR 600.2 which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.

Coastal Alabama Community College follows the Alabama Community College System Board of Trustees Policies which are published on the Alabama Community College System Course Directory. This Course Directory is used by all institutions in the Alabama Community College System to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College uses standardized textbooks and ensures state mandates and policies through the use of standardized College syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

Coastal Alabama Community College adheres to the policies and guidelines that are approved by the Alabama Community College System Board of Trustees and regulated by the Alabama Community College System regarding the level of credit awarded for courses taught at all colleges within the Alabama Community College System, regardless of the format or mode of delivery, including distance education/online courses.

MAXIMUM AND MINIMUM COURSE LOADS

▪The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.
▪The maximum load for a student who has an average of 3.00 or above during the preceding semester is 24 semester hours. However, students wishing to take more than 19 semester hours must have written permission from the Dean of Instruction.
▪The minimum load for a regular full-time student is 12 semester hours. A student taking an average of 16 semester hours earns 32 semester hours in 2 semesters.
▪The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.

GRADING SYSTEM

Letter grades are assigned for all courses, with the exception of nursing courses, for which students have registered as follows:

A	Excellent	90-100	W	Withdrawal
B	Good	80-89	I	Incomplete
C	Average	70-79	P	Non-Credit
D	Poor	60-69	AU	Audit
F	Failure	below 60		

Nursing course grades are assigned as follows:

A	Excellent	90-100	W	Withdrawal
B	Good	80-89	I	Incomplete
C	Average	75-79	P	Non-Credit
D	Poor	60-74	AU	Audit
F	Failure	below 60		

Grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of "D" for transfer, and these courses should be repeated before attempting transfer.

A grade of "W" will be assigned to students who officially withdraw from the College or a particular course according to College policy. A grade of incomplete "I" will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken.

A grade of "I" must be cleared by the first day of final exams of the following semester. If the grade of "I" is not cleared, a grade of "F" will be assigned.

It is the student's responsibility to follow up with the College to ensure the grade of "I" has been appropriately changed.

Students may access their grade report and a variety of other student information items online. Official transcripts must be requested from the Registrar's Office or Online.

No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the term in which they occur or before the first day of class for the next term.

QUALITY POINTS

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

A - 4 quality points per credit hour
B - 3 quality points per credit hour
C - 2 quality points per credit hour
D - 1 quality point per credit hour
F - 0 quality points per credit hour

Students' scholastic standing or grade point average (GPA) is obtained by dividing their total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned, including physical education. Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for graduation.

GRADE APPEAL POLICY

A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally if possible. However, if it is not possible to resolve the matter informally, then a grade appeal must be received in writing in the office of the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued.

All academic concerns relative to a final grade, except plagiarism, are subject to the steps outlined below. Please note that issues of plagiarism must be handled via the Judiciary Affairs Committee. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

The following procedure for appealing a grade must be followed in the order listed:
- The student should first contact the instructor to request verification of the grade and how it was determined.
- If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.
- However, if the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the faculty member, independently or jointly, in an attempt to reach closure.
- If closure is not reached by using the informal approach, the student may file a formal grade appeal to the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued. The written appeal must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
- The appropriate Instructional Officer will forward copies of the student's request letter along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Instructional Affairs Committee for a hearing. Members of the Instructional Affairs Committee will sit as the investigatory body. If the Committee requests additional information for the hearing, the appropriate Instructional Officer will coordinate the collection of information. After the written appeal is received, the Committee will deliberate and make a determination on the request within a reasonable period of time. The decision will be recorded in the Committee's minutes.
- If the Committee's decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the Committee's decision as soon as possible. If the Committee's decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision as soon as possible.
- The decision of the Instructional Affairs Committee is final.

FORGIVENESS

Course forgiveness occurs when a student repeats a course and the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

ACADEMIC BANKRUPTCY

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

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
    A. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
    B. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester(s) occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
2. When academic bankruptcy is declared the transcript will reflect the wording "ACADEMIC BANKRUPTCY IMPLEMENTED" after each semester for which it is declared. The courses and grades forgiven will not be deleted from the transcript.
    A. A student may declare academic bankruptcy only once.
    B. Implementation of academic bankruptcy at an insti¬tution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

PREREQUISITES

Certain college courses have prerequisite courses (identified in the Course Descriptions section of this Catalog) that must be taken and passed successfully before a student may take the subsequent course unless permission to omit the prerequisites is obtained from the Division Chair and the appropriate Instructional Officer.

ATTENDANCE POLICY (ABSENCES)

Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group discusion in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in a College-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class and for completing work missed. Excused absences are subject to verification and may include, but may not be limited to the following: active military duty, jury duty, and other approved by the Vice-President and/or Dean of Student Services. Specific attendance requirements will be indicated in all course syllabi.

WITHDRAWALS

Students may withdraw from class or the College any time prior to the last day of class before any final exams start for any semester or term, as published in the printed semester schedule for the College. To withdraw from class or the College, students must file an official withdrawal form in either the Registrar's Office or in the Administrative Offices of any campus.

Students who file the appropriate paperwork for withdrawals prior to the deadline will be assigned a grade of "W". However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

STANDARDS OF ACADEMIC PROGRESS

These standards of progress shall apply to all students unless otherwise noted.

EXCEPTIONS

- Programs within the institution which are subject to external licensure, certification, and or/accreditation or that are fewer than four semesters in length may have higher standards of academic progress than the institutional standards of progress.
- Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV Financial Aid.

GPA REQUIREMENTS

A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have clear academic status.

Hours Attempted	Minimum GPA
12 – 21	1.50
22 – 32	1.75
33 or more	2.00

INTERVENTION FOR STUDENT SUCCESS

When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

APPLICATION OF STANDARDS OF PROGRESS

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on ACADEMIC PROBATION.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution, but the Semester GPA is 2.0 or above, the student remains on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the Semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving one semester suspension, the transcript will read SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves a one semester suspension reenters the institution on Academic Probation.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose Semester GPA is 2.0 or above will remain on Academic Probation UNTIL THE STUDENT ACHIEVES THE REQUIRED GPA FOR TOTAL NUMBER OF HOURS ATTEMPTED. A student who is on Academic Probation after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.
6. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED ONE YEAR/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves the calendar year suspension reenters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

PROCESS FOR APPEAL FOR READMISSION

If a student declares no contest to the facts leading to suspension under Standards of Academic Progress, but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions/Academic Standards Committee. During the meeting of the Admissions/Academic Standards Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decisions of the Admissions/Academic Standards Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

DEFINITION OF TERMS

- Grade Point Average (GPA) – The grade point average based on all hours attempted during any one semester at the institution based on a 4 point scale.
- Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.
- Clear Academic Status – The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.
- Academic Probation – (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.
- One Semester Academic Suspension – The status of a student who was on Academic Probation the previous term, but who, since probation, has not achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted and whose GPA for the term was below 2.0.
- One Year Academic Suspension – The status of a student who was on Academic Probation the previous term and who has been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted and whose GPA for that term was below 2.0.
- Appeal of Suspension – The process by which the College shall allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

STANDARDS OF ACADEMIC PROGRESS: TRANSFER STUDENTS

1. A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA Calculation.
2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester hours at Coastal Alabama Community College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED–ONE SEMESTER.
3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is 1.5 or above, the student's status is clear.

FINAL EXAMINATIONS

Final exams assure that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit. A final examination or alternative assessment is required for each course at the close of the term. Alternative assessments include, but are not limited to final projects, papers, essays, discussions, presentation, etc. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Instructional Officers and any deviations from the published schedule must be approved by the appropriate Instructional Officer. Final examinations must be comprehensive in nature and should count for no less than 20 percent or more than 30 percent of the final average. No student exemptions are permitted.

CREDIT FOR NONTRADITIONAL STUDENTS

In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System Board of Trustees Policy–Credit Awarded through Non-traditional Means, general college credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency). Specifically, credit awarded through nontraditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System. Also, credit awarded through nontraditional means for non-academic transfer courses, such as occupational and technical courses and programs of study, may be awarded through portfolio review by faculty members, program coordinators, through statewide articulation agreement for career and technical students, or other statewide programs identified by the Alabama Community College System. However, not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Also, credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in Alabama Community College System Board of Trustees Policy–Graduation Requirements: Degrees.

CREDIT BY CAREER READINESS CERTIFICATION

Students enrolled in an occupational program of study at Coastal Alabama Community College may receive credit for WKO107, Workplace Skills Preparation, if the student holds a valid Alabama Career Readiness Certificate at or above the WorkKeys® target level corresponding to the occupational program of study. The credit will be awarded only at the request of the student after registration in an occupational program of study at the College. The request must be made prior to the end of the first semester of enrollment in the occupation program of study. All documentation to qualify must be presented in writing to the Career Readiness Certification Coordinator and approved by the Admissions Office at Coastal Alabama Community College. More information about the WorkKeys® target levels designated for occupational programs at Coastal Alabama Community College can be found on the WorkKeys® page of the College website or by calling the Career Readiness Certificate Coordinator, Mandy Bezeredi, at 251-580-2169.

CREDIT FROM ADVANCED PLACEMENT EXAMS

The College will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 20 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the College when credit is awarded. The College will accept up to a maximum of 20 semester hours of credit from all non-traditional sources.

AP Course and Exam	Credits	Equivalent Courses
Art History	3	ART100
Art Studio	3	ART113
Biology	8	BIO101, 102
Calculus AB	4	MTH125
Calculus BC	4	MTH125
Chemistry	4	CHM104
Computer Science A	3	CIS150
English Language/ Composition Score of 3	3	ENG101
English Language/ Composition Score of 4 or 5	6	ENG101, 102
English Literature/Composition Score of 3	3	ENG101
English Literature/Composition Score of 4 or 5	6	ENG101, 102
European History	6	HIS101, 102
Government and Politics (United States)	3	POL211
History (United States)	6	HIS201, 202
Human Geography	3	GEO100
Macroeconomics	3	ECO231
Microeconomics	3	ECO232
Music Theory	3	MUS111

Music Listening & Literature ....3..MUS101
Physics B..8...................................PHY201, 202

The student should be aware that acceptance of a score of three (3) does not assure that another postsecondary institution will award advanced credit for the course. Therefore, the student should confer with the Registrar for procedural practices related to that discipline. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the appropriate Student Development Office.

COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

Credit for Subject Examinations will be granted provided the student has not previously been enrolled in the course for which credit is to be earned. CLEP/DANTES credit shall not be granted for college level courses previously failed, for courses in which credit for higher level courses has already been earned, or for both the Subject Examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has earned a minimum of 12 semester hours at the College. Notation will be made on the student's permanent record indicating the course for which credit was awarded with the statement "Credit by Examination" followed by the number of semester hours granted.

The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges and the student is cautioned to check with other colleges to obtain additional information.

The College will award credit through selected CLEP examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

CLEP SUBJECT MATTER EXAMS	MINIMUM SCORE	CREDIT	EQUIVALENT COURSES
BUSINESS			
Computer and Data Processing	50	3	CIS190
Computer and Data Processing	60	3	CIS190 or 191
Introductory Accounting	50	3	BUS241
Introductory Accounting	60	6	BUS241, 242
Introductory Business Law	50	3	BUS263
Introductory Micro-Macro Economics	50	3	ECO231
Introductory Micro-Macro Economics	60	6	ECO231, 232
Introduction to Management	50	3	BUS275
Introductory Macroeconomics I	50	3	ECO231
Introductory Microeconomics II	50	3	ECO232
LANGUAGE AND FINE ARTS			
American Literature	50	3	ENG251
American Literature	60	6	ENG251, 252
English Literature	50	3	ENG261
English Literature	60	6	ENG261, 262
MATHEMATICS AND SCIENCE			
College Algebra	50	3	MTH112
College Trigonometry	50	3	MTH113
Calculus w/Elementary Functions	50	4	MTH125
SOCIAL SCIENCE & PUBLIC SERVICE TECHNOLOGIES			
Western Civilization I: Near East to 1648	50	3	HIS101
Western Civilization II:			

1648 to Present	50	3	HIS102
American History I: Early Colonial to 1877	50	3	HIS201
American History II: 1865 to Present	50	3	HIS202
General Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the Registrar's Office.

DANTES SUBJECT STANDARDIZED TESTS

The College will award credit through selected DANTES examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

DANTES SUBJECT MATTER EXAMS	MINIMUM SCORE	CREDIT	EQUIVALENT COURSES
BUSINESS			
Introduction to Business	48	3	BUS100
Introduction to Management	54	3	BUS275
Principles of Financial Accounting	50	3	BUS241
Business Law I	53	3	BUS263
Basic Marketing	50	3	BUS285
Principles of Economics II	54	3	ECO232
MATHEMATICS AND SCIENCE			
College Algebra	50	3	MTH112
College Trigonometry	54	3	MTH113
Calculus I Linear Algebra	50	4	MTH125
Calculus I Linear Algebra	52	3	MTH110
College Physics II	55	4	PHY214
General Chemistry	57	4	CHM104
College Chemistry I	55	4	CHM111
College Chemistry II	53	4	CHM112
SOCIAL SCIENCE & PUBLIC SERVICE TECHNOLOGIES			
History of Western Civilization to 1500	53	3	HIS101
History of Western Civilization since 1500	50	3	HIS102
General Anthropology	38	3	HIS201
Intro to Law Enforcement	58	3	HIS202
Criminology	56		CRJ208

For a complete listing of DANTES examinations, minimum scores, and credit awarded, contact the Registrar's Office.

CREDIT FOR MILITARY TRAINING EDUCATIONAL EXPERIENCES

The College will consider on an individual basis, military experiences as a substitute for approved courses in the student's training and educational curriculum. It will be the responsibility of the student to apply for credits by completing the Request for Military Credit Form and by providing certified copies of the Military Service Form to the Registrar's Office. Credits extended by the College will be applicable toward the individual's graduation requirements, and once the credit is extended the student will be restricted from taking the course for which the substitution was made.

Guidelines to be utilized in extending credit are as follows:
- United States Armed Forces Institute (USAFI) Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory comple¬tion of the work to the Office of the Registrar.

- Military Service Schools - Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Office of the Registrar that such courses were satisfactorily completed.
- The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.
- Any student who has served at least 181 days of active duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Registrar for the credit and supply the appropriate documentation to receive the credits.

POLICE ACADEMY CREDIT

For each person attending an Alabama Police Academy or State Trooper Academy, the following credit will be awarded by the College after the student has enrolled in a regular course of study at the College:

Physical Education	4 Semester Hours
CRJ 290 Selected Topics Seminar in Criminal Justice	3 Semester Hours
CRJ 117 Community Relations	3 Semester Hours

This credit will be awarded at the request of the student after registration in a regular course of study at the College.

DIRECTED STUDY

A student may petition an instructor to enroll in a course on a directed study basis.

1. Instructors should refer students requesting a directed study course to the appropriate Division Chair.
2. Any directed study course must be approved in advance by the appropriate Division Chair and Instructional Officer.
3. Directed study courses will be approved only under emergency conditions or in instances when a course is not offered on a regular basis but is needed for a student to graduate.
4. For a directed study course to be approved, a full-term lesson plan must be submitted in advance to the appropriate Division Chair and Instructional Officer.
5. For a directed study course to be approved by the Division Chair and the appropriate Instructional Officer, the course should contain the same lecture time, course content, and testing procedures that is included in a regularly scheduled class.
6. Once written permission from the appropriate Instructional Officer is received by the instructor, the student will be allowed to complete the course work on a directed study basis.
7. The student is responsible for all course work as required in the traditional classroom setting.
8. All College tuition and fee costs; registration, withdrawal, drop/add and other College deadlines; and the instructional rules and regulations apply to a class taken on a directed study basis.
9. This privilege may be afforded the student under the condition that he/she has been unable to schedule the required course in any other manner.
10. Approval is also subject to the instructor's work load.

GED PREPARATION & ADULT COMPLETION DIPLOMA

The GED Preparation Program is designed for adults, age 16 and older, who were not able to complete high school. Coastal Alabama Community College sponsors, free to the citizens of our service area, a class to help individuals prepare for the GED test. The program will help participants improve their basic reading, English, and mathematics skills. All materials needed for this class will be provided free to all enrolled learners. Individuals interested in enrolling in the GED Preparation Class may contact the Adult Education Office at Coastal Alabama Community College at 1-800-381-3722. The class operates on an open-enrollment basis; therefore, a participant may register at any time by simply attending the class and notifying the instructor. Classes are offered at more than 30 locations in the service area. Refer to the College website for the most current locations and times.

SPECIAL TESTING FOR HIGH SCHOOL EQUIVALENCY DIPLOMA

Coastal Alabama Community College has been designated by the Alabama State Department of Education as a test center for the General Education Development (GED) Test. This Test is used as the basis for granting the diploma of high school equivalency issued by the State Department of Education. The Alabama High School Equivalency Diploma is designed to benefit veterans, service personnel, and adults over 18 years of age who did not complete high school.

Most colleges, employers, training agencies, and state and federal civil service agencies accept the Alabama High School Equivalency Diploma.

To be eligible for the certificate a person must: (1) be 18 years of age or may take the Test at 16 or 17 years of age, if the school superintendent provides written approval, and if the parent(s) or guardian also provide a letter of agreement: (2) be a resident of the State of Alabama; and (3) make an acceptable score on the GED Test.

Persons may take the GED Test regardless of the amount of previous education. Also, all GED applicants must provide photographic identification and a valid social security card to the test center official(s) as part of the identification process prior to taking the GED Test. Interested persons may obtain further information concerning the Test by calling 1-800-381-3722.

PLACEMENT TESTING

Coastal Alabama Community College is required to assess student readiness for college-level work using the State approved placement test, ACCUPLACER.

The following students are exempt from the placement test:

A. Any student with acceptable ACT or SAT scores as designated in the Placement Score Chart. However, students who wish to improve their course placement must take the state placement test;
B. Any student who has an associate degree or higher;
C. Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution;
D. Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years. Course descriptions from institutions outside of the Alabama Community College System must be reviewed;
E. Any student who is enrolling to audit a course;
F. Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
G. Any transient student with documentation;
H. Any student who is enrolling for personal enrichment purposes only.

PLACEMENT GUIDE CHART

The following ACCUPLACER score ranges will be used for student placement in math, English, and reading.

ACCUPLACER PLACEMENT SCORE CHART

Placement	ACCUPLACER Reading Comprehension	
Exempt from Reading	70 and above	
Placement	ACCUPLACER WritePlacer	
ENG 092	0-2	
ENG 093	3-4	
ENG 101	5 and above	
Placement	ACCUPLACER Elementary Algebra (EA) College Level Math (CLM)	ACCUPLACER Branching
MTH 090 Basic Math	EA 20-39	
MTH 098 Elementary Algebra or MTH 116 Mathematical Applications	EA 40-59	
MTH 100 Intermediate Algebra	EA 60-79 orCLM 20-49	If EA is greater than 70 branch to CLM
MTH 110 Finite Math MTH 112 Pre-Calculus Algebra	EA 80-12 or CLM 50 or >	

ACT AND SAT EXEMPTIONS

	ACT	SAT (Prior to 2016)	New SAT (Section Score)	New SAT (Test Scores)

English/Writing	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence Based Reading and Writing)	≥ 25 (Writing and Language)
Reading	≥ 20	≥ 480	≥ 510 (Evidence Based Reading and Writing)	≥ 26
Mathematics	≥ 20	≥ 480	≥ 510	≥ 25.5

Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading or Math within three years of enrollment is exempt from the subject specific placement assessment.

Coastal Alabama Community College must adhere to the established score ranges for the courses listed in the Placement Score Chart. Colleges have the autonomy to set score ranges for their developmental reading course sequences and College Level Math Scores for courses above Math 112. Coastal Alabama Community College has the autonomy to choose the developmental course tier depending upon the structure of developmental programs.

RETEST
A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Additional preparation includes but is not limited to academic boot camps, online pre-tests, and placement test applications. Coastal Alabama Community College charges a one-time fee of $10 for retesting per subject area. Placement test scores will be valid for three years from the date of the original or retest assessment.

PLACEMENT ADVISING
A. Students must enroll in developmental courses within the first two semesters, preferably the first semester of enrollment, to ensure they are adequately prepared for college-level courses.
B. Coastal Alabama Community College is required to provide an evaluation report of assessment test results to students. Appropriate advisement and plan of study for each student who places in a developmental course is required.

EVALUATION
A. Coastal Alabama Community College, in conjunction with the System office, shall conduct a periodic review to determine the accuracy of placement.
B. Coastal Alabama Community College shall collect and analyze the data to determine the success of students in developmental programs compared to the non-developmental student population.
C. The Alabama Community College System shall conduct research to determine the validation of cut scores based on the predicted accuracy in placement rates and student success rates. A committee will review the data, and a System report shall be submitted to the Chancellor.

WORKKEYS® TESTING
WorkKeys® is a registered trademark of ACT, Inc. and is an assessment tool that defines, measures and certifies that individuals have the skills and abilities they need to succeed in entry-level work in the 21st century workplace. All students enrolled in certain occupational programs (AAS, CER, STC) are required to take WorkKeys® in the areas of Applied Mathematics, Locating Information, and Reading for Information. WorkKeys® preparation and test administration are integral components of a course within the occupational programs. Preparation for WorkKeys® will be in the form of free, Internet-based courseware. A $31.75 test scoring fee will be assessed when students take the WorkKeys®.

DEGREES OFFERED AND PROGRAMS OF STUDY
Coastal Alabama Community College awards the Associate in Arts and Associate in Science Degree to individuals desiring to transfer to senior colleges or universities and the Associate in Applied Science to individuals desiring to pursue an applicable career program of studies. The College offers programs of study and courses at convenient times for students. Programs of study availability and course offerings are scheduled according to many factors including student demand, instructor availability, and financial constraints. Programs of study and courses listed in this catalog may not be available each term. For availability of courses and programs of study, students should consult the College's semester course schedule. Class offerings and program availability are subject to change from catalog and semester schedule listings without prior notice. The information presented in this Catalog is accurate, current and is not falsely presented.

ASSOCIATE IN ARTS
An Associate in Arts Degree is a program of study in preparation for advanced studies to receive a Bachelor's Degree and includes pre-professional programs. This degree is designed for those students who plan to transfer to a four-year

institution and pursue a program of study requiring specialization on the freshman and sophomore level.

ASSOCIATE IN SCIENCE
An Associate in Science Degree is a program of study in preparation for advanced studies to receive a Bachelor's Degree and includes pre-professional programs. This degree is designed for those students who plan to transfer to a four-year institution and pursue a program of study requiring specialization on the freshman and sophomore level.

ASSOCIATE IN APPLIED SCIENCE
An Associate in Applied Science Degree or Certificate is awarded to students who complete the requirements of a specific occupational/vocational/technical program outlined in this catalog.

CERTIFICATE & TRAINING CERTIFICATE
Certificate programs below the degree level are designed for students who plan to seek employment based upon the competencies and skills attained through the programs of study as outlined in this catalog.

DEGREE REQUIREMENTS FOR GRADUATION
Students shall be awarded the Associate in Arts, Associate in Science, and Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by Coastal Alabama Community College and the Alabama Community College System Board of Trustees.

To become eligible to receive an Associate Degree from Coastal Alabama Community College, the student must fulfill the following requirements:
1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours required for the degree at the College.
4. The College will accept coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the degree.
5. Meet all requirements for graduation within a calendar year from the last semester of attendance.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
7. Fulfill all financial obligations to the College.

Any student receiving an Associate Degree or an award from the College is encouraged to be present at the graduation ceremony when the degree is conferred.

To become eligible to receive a Certificate, the student must fulfill the following requirements:
1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours required for the certificate at the College.
4. The College will accept coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the award.
5. Meet all requirements for graduation within a calendar year from the last semester of attendance.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
7. Fulfill all financial obligations to the College.

Any student receiving Certificate or an award from the College is encouraged to be present at the graduation ceremony when the certificate is conferred.

APPLICATION FOR GRADUATION
Individuals planning to graduate should make application for graduation to the appropriate Office of Student Development at least one term prior to the expected term of graduation. Compliance with this deadline will allow the College to evaluate the student's record through a graduation check and notify the student concerning remaining graduation requirements. The official date that the student has completed requirements for the degree will be specified on the student's permanent transcript.

GRADUATION HONORS FOR DEGREES

Superior academic achievement by graduating students will be designated on transcripts by the following:
- Graduating with Honors (cum laude) 3.50-3.69 GPA
- Graduating with High Honors (magna cum laude) 3.70-3.89 GPA
- Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA

GRADUATION HONORS FOR CERTIFICATE

Superior academic achievement by students earning certificates shall be designated on transcripts as follows:
- Graduating with Distinction 3.50-4.00 GPA

GRADUATION

The College wishes to honor all graduates by hosting a reception and presenting formal copies of their specific awards earned during graduation ceremony. All graduates, their respective parents, relatives, and friends of graduates are invited to the reception, which is observed immediately prior to the graduation ceremony. To ensure compliance with graduation requirements, students should apply for graduation with the Registrar's Office at least one semester prior to their last expected term. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term.

ACADEMIC AWARDS

Calculation of the grade point average (GPA) for graduation honors and awards shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate earned. All course work taken during the student's enrollment, whether continuous or returning, at Coastal Alabama Community College will be used to calculate the cumulative GPA. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at Coastal Alabama Community College.

PRESIDENT'S AWARD

The President's Award is presented to the graduating sophomore from Coastal Alabama Community College with the highest academic record. All course work taken during the student's enrollment, whether continuous or returning, at Coastal Alabama Community College will be used to calculate the cumulative GPA. All course work for the degree must have been completed before graduation and the recipient must be participating in the graduation ceremony. At least 70 percent of course work must have been completed at Coastal Alabama Community College.

JAMES H. FAULKNER GOOD CITIZENSHIP AWARD

This award is given to the graduating student from Coastal Alabama Community College who is selected by the Honors and Awards Committee. The recipient must meet the following criteria: have high moral character; exhibit qualities of honor, integrity, and responsibility; have been active in collegiate clubs, organizations, and other extra-curricular activities and have given generously of his/her time and talents of wholesome activities to the community. The recipient of this award must participate in the graduation ceremony. Duplicate awards are given in case of a tie.

DIVISION AWARDS

These awards are given to the graduating student selected for outstanding scholarship by each division. The recipient of this award must participate in the graduation ceremony.

SEMESTER ACADEMIC HONORS

Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements.

DEAN'S LIST

A Dean's List shall be compiled at the end of each semester. Requirements for the Dean's List shall be (1) a semester grade point average of 3.50 or higher but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

PRESIDENT'S LIST

A President's List shall be compiled at the end of each semester. Requirements for the President's List shall be (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

In compliance with the Federal Student Right-to-Know Act, statistical information on completion/persistence rates will be available in the Admissions Offices.

DISTANCE EDUCATION POLICY

DEFINITION OF DISTANCE EDUCATION

Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous.

A distance education course at Coastal Alabama Community College is any course in which students may complete more than 50% of the requirements through Internet access to the course web site. (note: The more than 50% rule is the same as that used by the Southern Regional Educational Board.) Distance education courses at Coastal Alabama Community College may be classified as Internet or Hybrid. Web-Enhanced courses are not classified as distance education courses. The definitions for these learning formats are described below:

   A. Internet – These courses are delivered one hundred percent (100%) electronically. Coastal Alabama Community College requires that Internet courses may only be developed by full-time faculty members, but may be taught by full-time or adjunct faculty members.
   B. Hybrid – These courses are delivered fifty percent (50%) to ninety-nine percent (99%) electronically. (This is defined by the Southern Regional Education Board and Southern Association of Colleges and Schools Commission on Colleges as a distance learning format.) Coastal Alabama Community College requires that hybrid courses may only be developed by full-time faculty members, but may be taught by full-time or adjunct faculty members.
   C. Web-enhanced – These courses are traditional, seated courses in which (1) no more than twenty-five percent (25%) of assignments and course content are completed electronically, and (2) web-enhanced content may not replace the required on-campus contact hours. Web-enhanced courses are classified as traditional education courses.

DEFINITION OF CORRESPONDENCE EDUCATION

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

POLICY STATEMENTS

IDENTIFICATION OF STUDENTS

Coastal Alabama Community College does not charge any additional fees for the costs that may be directly incurred with the verification of student identity for students enrolled in distance education courses. However, students enrolled in distance education courses may be required to present a valid photo ID and have access to a computer with Internet access and web cam capabilities. This may result in direct costs to the student not imposed by College.

The final exam, if applicable, must be proctored. Any other exams/assessments may be proctored as determined by the instructor. A proctored assessment is defined as an examination, assignment, or other verbal assessment of work that is taken in the presence of the instructor, an approved proctor, or via video recording. Instructors are responsible for choosing the method of assessment for their distance education students. Instructors, approved proctors, and proctoring software shall require students to show a valid photo ID.

PASSWORD PROTECTION

All courses with electronic content are password protected and each student enrolled in the course is given a username and password to the course.

STUDENT PRIVACY

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the faculty will not publicly post any grades or personal information for any student. Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect the privacy of students, all faculty must contact students using the secure communication system in the Learning Management System (LMS) or through College provided email accounts for both faculty and students. Coastal Alabama Community College currently licenses Canvas, by Instructure, Inc. as the LMS. Students may adjust the

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settings in their password protected Canvas account to receive communications only in their Canvas inbox or also receive email in their Coastal Alabama Community College email inbox and other designated private email accounts. Students have the ability to view their entire communication history in their Canvas inbox and delete emails as desired. As with any other password protected email account, other individuals cannot access or view the message history.

REPORTING ENROLLMENT
Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC.

ACCREDITATION
Distance and correspondence education courses and programs at Coastal Alabama Community College are required to comply with the SACSCOC Principles of Accreditation.

DISTANCE EDUCATION MISSION STATEMENT
Coastal Alabama Community College provides access to quality, affordable life-long learning opportunities through a variety of instructional strategies, educational programs and diverse learning environments, which are strategically developed to promote economic growth and enhance quality of life for the citizens of the region. Through the implementation of distance learning programs, students can enroll in classes with the flexibility and opportunity to complete degree programs in a manner that best fits their needs.

CURRICULUM AND INSTRUCTION

FACULTY OVERSIGHT
At Coastal Alabama Community College, distance education has been integrated into many different programs as an additional mode of instructional delivery to assist in accomplishing the College's current goals, objectives, and planning and evaluation processes. An integral part of the planning and approval process for distance learning at the College is the Distance Education/Online Course Development Committee. This committee is composed of faculty members from a variety of academic and technical divisions and staff members from a variety of academic and student support departments throughout the College. The charge of the committee is to review distance learning courses prior to the courses being offered electronically and to propose policies and procedures regarding all aspects of distance education. Specifically, the committee has the responsibility of evaluating the structure and content of all Internet and Hybrid courses offered by the College.

Proposed distance learning (hybrid or Internet) courses are approved in accordance with the steps listed below:
1. Course Development Request – The request must be submitted to the requestor's Division Chairperson and the agreement for request must be approved by applicable Division Chairs from each Coastal Alabama Community College District. The requesting Division Chairperson submits the course development request to the Director of Distance Education.
2. Course Development Authorization
   a. Review and approval or denial of the request must be completed by the Director of Distance Education
   b. Instructor/Course developer and applicable Division Chairs will receive a response in regard to the development request
3. Course Review for Completion
   a. Review and approval of the completely developed electronic course must be completed by the Distance Education/Online Course Development Committee
   b. Instructor/Course Developer and applicable Division Chairs will receive a copy of the committee's feedback and approval, recommendations prior to approval, or denial
   c. Documentation of committee approval must be submitted to the Instructional Affairs Committee by the Distance Education/Online Course Development Committee Chairperson
   d. Final course approval must be made by the Instructional Affairs Committee prior to the course being taught in a distance learning format

Following the extensive review by the Distance Education/Online Course Development Committee, the comments and suggestions are forwarded to the Instructional Affairs Committee, which is composed of Division Chairs from all Coastal Alabama Community College Districts, Vice-Presidents, Deans, and Departmental Directors, and Managers. The Chairperson of the Distance Education/Online Course Development Committee presents each course and any course revision comments to the members of the Instructional Affairs Committee for further input and suggestions. Final comments regarding course revisions are then sent to the Course Developer and applicable Division Chairs for any

necessary changes to be made prior to the implementation and initiation of the course as an official distance learning course.

INSTRUCTIONAL TECHNOLOGY

Coastal Alabama Community College uses Canvas, by Instructure, Inc. as the College's LMS. This system and other technologies utilized by the College provides flexibility to deliver instructional content and assessment for distance education courses.

All instructors teaching Internet courses are required to provide a Course Overview that includes course navigation and other technical information as required for the course. Instructors are required to provide contact information to students. Additionally, instructors have access to an electronic messaging system between the students and instructors. In the event that students cannot access online courses, they may contact the Technology Services Help Desk.

All Coastal Alabama Community College distance education courses must use Canvas to record grades for all assignments in a timely manner for students to access.

INTELLECTUAL PROPERTY RIGHTS

All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.

STATEMENT ON COPYRIGHT

Faculty teaching Internet-based courses are expected to be familiar with and abide by all applicable and/or relevant copyright laws.

ACADEMIC SUPPORT SERVICES

In order to promote the student learning experience and enhance student development, all students are assigned faculty advisors based upon their declared major. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Also, all advisors may be contacted by telephone, e-mail, or through Internet course communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Student Success Centers, which are staffed by knowledgeable counselors and advisors. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning programs of study to meet their goals. Additionally, the staff of the Student Success Center provides expertise and advice to faculty advisors. Finally, through the College website and social media sites, which are staffed, maintained, and monitored by College counselors and advisors, distance education, current, and prospective students can receive academic advising and responses to their questions in a timely manner.

POLICY ON EQUIVALENCE

Internet-based courses are taught in an equivalent manner to the courses taught in the traditional format, in accordance with SACSCOC requirements.

PROGRAM LENGTH AND COURSES OF STUDY

All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System.

CREDIT AWARDED

For all courses offered through distance or correspondence education, Coastal Alabama Community College employs sound and acceptable practices for determining the amount and level of credit awarded and justifies the use of a unit other than semester credit hours by explaining its equivalency as outlined in the College's Catalog and Student Handbook.

CONSORTIA ARRANGEMENTS AND CONTRACTUAL AGREEMENTS

When entering into consortia arrangements or contractual agreements for the delivery of courses/programs or services offered by distance or correspondence education, Coastal Alabama Community College ensures the effectiveness and quality of the courses/programs offered by all of the participants by using standard student learning outcomes (SLOs), program review processes, and instructor evaluations.

FACULTY

Coastal Alabama Community College has adequate faculty resources to ensure the quality and integrity of its academic programs. Division Chairs work within their respective divisions to provide a workload rotation of face-to-face, hybrid, and Internet courses. Distance education courses and traditional face-to-face courses have the same semester credit hours and are counted equally when determining instructors' workloads.

Coastal Alabama Community College evaluates the faculty teaching Distance Education courses and traditional courses based on the same evaluation procedures and criteria.

Faculty who teach in distance and correspondence education programs and courses receive appropriate ongoing training on the LMS and affiliated technologies and instructional strategies.

INSTITUTIONAL EFFECTIVENESS

The College maintains overall effectiveness and quality in distance education through a variety of processes.
- The College uses standard course syllabi for both its traditional and distance education classes. While additional instructions and/or directions may be necessary for distance education classes, the course syllabus, grading structure, textbook, and student learning outcomes remain the same regardless of the method of delivery.
- Professional development is required for all instructors teaching distance education courses. Professional development workshops cover both pedagogy and skills in the use of technology.
- Feedback from students using the College's standard course/instructor evaluation form is also used to maintain overall effectiveness and quality. These forms are distributed electronically to the students and provide useful feedback for the improvement of distance education courses.
- The College requires a peer review and approval process for all proposed distance education course before they are offered to the students. The process is detailed in the Faculty Oversight section of this Distance Education Policy. Prior to the commencement of the peer review process, the Division Chair must review the course curriculum. After the Division Chair reviews the proposed course, said course must then pass a committee peer review process that includes approval of the course structure and instructional media to be used in the course. Finally, following the ultimate approval by the Instructional Affairs Committee, the course is offered online.

Given the aforementioned methods of evaluation, the College ensures the overall effectiveness and quality of courses taught via the distance learning process.

LIBRARY AND LEARNING RESOURCES

The College's Libraries and Learning Resources Centers provide an array of services to students, including a place to study, prepare assignments, and locate research and leisure reading materials in comfortable, well suited facilities and surroundings. Users find books, magazines, periodicals, and reference resources. Audiovisual equipment, along with computers with Internet access, databases, copiers, individual and group meeting areas, and flexible hours of operation are some of the services offered at the Libraries and Learning Resources Centers. In addition to established contractual services with community libraries, the Libraries and Learning Resources Centers provide access to the online Alabama Virtual Library as well as specialized databases to enhance a full array of services as rendered by the Centers.

The Coastal Alabama Community College Libraries provide access to library collections, information, and resources to students and faculty on campus as well as off-campus. The Libraries have links to the online catalogs and the Alabama Virtual Library on the Coastal Alabama webpage. Additionally, there is a Library Services course in Canvas that allows students and faculty to access databases and resources from any location with an Internet connection.

The Alabama Virtual Library provides all students, instructors, and citizens of the State of Alabama with Internet access to essential library and information resources. This service is free for state residents and those attending school at any Alabama public college or university. Alabama Virtual Library cards are also available for students whose IP address is not registered in the State of Alabama.

STUDENT SERVICES

Students at Coastal Alabama Community College receive a variety of services designed specifically for eligible students, including individualized tutoring, individual and group counseling sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student, through the Student Support Services Program, as found in the College Catalog and Student Handbook.

Services through the Americans with Disabilities Act of 1990 are provided through the Division of Student Development. These services are also in compliance with Section 504 of the Rehabilitation Act of 1973. The College's ADA Program is designed to ensure that students with disabilities have the programmatic and architectural access needed for successful integration into college life. Students with disabilities are provided with the "Criteria for Disability Documentation", which was adopted by the Alabama Community College System and implemented by all institutions within the System. Also, students are provided with the steps for filing an ADA grievance, which is contained in the College Catalog and web page.

Records of accommodations, documentations, and requests for accommodations made by students with disabilities are maintained confidentially in individual student files in the Division of Student Development.

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate personnel. Therefore, the Complaint, Grievance, and Appeal Policy outlined in the College Catalog and Student Handbook defines the procedures for resolving such complaints and grievances which have been adopted by Coastal Alabama Community College.

The College's programs of study list is featured in each course schedule, which is produced twice annually. Additionally, the programs are found on the College's website and in the Degree Plans and Course Descriptions section of the College Catalog and Student Handbook. The degree plans printed in the College Catalog and posted annually on the College's website reflect the degree requirements and specific admission requirements, such as those required in the Allied Health programs, for each program of study the College offers. Students are able to quickly see what courses are needed to complete a specific program. Student services, including student organizations, student assistance programs and opportunities to enhance students' college experiences, are featured on the College's website and in the College Catalog and Student Handbook.

In accordance with Board Policy 801.01 – Admissions: General, as adopted by the Alabama Community College System Board of Trustees - It is the intent of the [Board] that any individual who has satisfied the admission requirements be admitted to an ACCS institution. The Board acknowledges that individual programs or courses may have additional, specific pre-requisites or admission requirements as specified by program of study in the College Catalog and Student Handbook. All applicants must provide one (1) primary form of identification.

The security of personal information is protected in the conduct of assessments and evaluations and in the dissemination of results through the password protected learning management system that is licensed by Coastal Alabama Community College. Procedures regarding User Access/Password Assignment and Confidentiality are documented in section 2b of the Statement of Policy in the Technology Services Network Access Policy.

The course schedules that are produced three times annually specify the technology requirements for Distance Education courses as well as the minimal computer specifications and minimal computer skills for completing Distance Education courses. Technical Support assistance is provided through a 24/7 Canvas Support Service and the Technology Services Help Desk.

FACILITIES AND FINANCES

For all courses, including distance learning courses, all students have access to the College's learning management system, Canvas, which is provided by Instructure, Inc. Coastal Alabama Community College provides 24/7 Canvas Support access to employees and students for assistance with technical support issues. A Technology Services HelpDesk is also provided during published hours. In the event that a student does not have adequate Internet access from their home and lives within the College's service area, the College is equipped to provide access to course curriculum from any of the College's locations.

The College provides adequate funding for faculty, staff, services, and technological infrastructure to support the methodology of Distance Education through annual budget reviews and strategic planning for Distance Education. A portion of the technology fees that are collected based on credit hour production are used to fund the distance education budget. The budget is scalable as student enrollment and needs for services increase.

ACADEMIC AND STUDENT SUPPORT

STUDENT SUPPORT SERVICES & TRIO

The Student Support Services Program is funded by the U.S. Department of Education and is designed to provide supportive services to first generation, low-income and/or disabled participants in order to enhance their skills and increase their retention and graduation rates, and, as appropriate, to facilitate their entrance into graduate and professional programs. Through the Student Support Services Program, assistance is provided in the academic and personal development of qualified students. The Student Support Services Program offers to participants a variety of services designed specifically for them, including individual tutoring, individual and group counseling and financial aid assistance. Services also include academic tutoring in most classroom subjects; advising; workshops on time management, financial aid, career choices, preparing research papers, building self- esteem, career development groups which explore decision making, interpersonal relationship skills, employability skills, interest inventories, and employment opportunities; study sills sessions covering notetaking, test-taking, time management, listening skills, and reading skills, cultural enrichment, trips to four year institutions, laptop computer loans, and supplemental grant aid. The needs of each

student are assessed, and those services needed by the individual student are provided.

Financial aid is available to each Student Support Services participant to the extent of the student's need, provided the necessary procedures are followed in applying for aid.

Students applying for the Student Support Services Program must be United States citizens, must show academic potential, and must meet one or more of the following requirements:

- meet certain financial requirements as established by the United States Department of Education;
- show a need for assistance in overcoming a poor academic background;
- have a disability; and/or,
- have limited English-speaking ability.

For more information, go to www.CoastalAlabama.edu or call 1-800-381-3722. Students should specify which campus they will be taking courses at when requesting information.

The goal of the program is to increase retention, graduation, and transfer rates of eligible students through offering a range of academic support services.

STUDENT SUCCESS CENTER

Coastal Alabama Community College has several Student Success Centers to meet our students' needs: two Academically Committed to Educational Success (ACES) Centers and the TRIO program, Student Support Services (SSS). The ACES Centers provide an environment for students to engage in study groups, assist their peers through tutoring, and much more; while the SSS program specifically serves qualified students.

ACADEMICALLY COMMITTED TO EDUCATIONAL SUCCESS (ACES)

The College is committed to doing its part in assisting students with meeting their educational goals. These Student Success Centers provide an environment for students to engage in study groups, assist their peers through tutoring, and much more.

One department within the Student Success Center is the Academically Committed to Educational Success (ACES) Center. The purpose of the ACES Center is to provide learning support services and resources to students and to provide instructors and student development staff with support for retention efforts. These services and resources include but are not limited to the following:

- Referral of students to Student Support Services for tutoring and/or services
- Referral of students to the student development office or other persons for requested academic and support services
- Instruction on the use of online education and computer tutorials
- Online supplemental instruction and resources for coursework
- Coordinating and providing a location for the meeting of study groups, seminars, and tutorial sessions
- Identification and contacting of at-risk students
- Career Services resources including resume' writing and interview skills training offered in conjunction with Student Support Services
- Seminars on various topics including study skills, time management and money management offered in conjunction with Student Support Services
- Transfer trips offered in conjunction with Student Support Services

LEARNING ASSISTANCE/TUTORIAL SUPPORT

Coastal Alabama offers free tutoring for all students, including students taking courses through distance learning classes. Assistance may be provided on a one-on-one basis or in group settings. Tutors are selected based upon recommendations from faculty or staff and academic records. Tutors receive training prior to an assignment and participate in regular professional development opportunities.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled.

Compliance with the Americans with Disabilities Act is a priority of Coastal Alabama Community College. To ensure institutional compliance, the College administration has:

- appointed one individual to oversee compliance with the Americans with Disabilities Act;
- required comprehensive self-evaluation of all programs and activities of the institution, including employment;
- provided a committee to assist the ADA Coordinator in his/her functions in preparation of the self-evaluation and

implementation of a plan of compliance;

- provided funding for the activities of the ADA Coordinator and for reasonable accommodations of auxiliary aids and services;
- prepared, published, and distributed policy statements and procedures; and,
- initiated additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these are deemed to pose an undue burden or would result in a fundamental alteration of programs of the institution.

Further, the administration solicits the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Questions or concerns regarding this Act should be directed to the appropriate ADA Accommodations Coordinator.

ADA GRIEVANCE PROCEDURE

Coastal Alabama Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

All complaints should be addressed to the appropriate ADA Accommodations Coordinator.

A complaint must be filed in writing. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.

2. A complaint must be filed within ten (10) business days after contacting the ADA Coordinator/Office of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after the completion of the investigation, via certified mail.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made to the President of the College within ten (10) business days after receipt of the findings.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Coastal Alabama Community College complies with the American with Disabilities Act (ADA) in implementing regulations.
8. The ADA Coordinator shall maintain the files and records of the College relating to the complaints filed.

PROVIDING SERVICES FOR STUDENTS WITH DISABILITIES

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of The Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

Any requests for academic adjustments, should be directed to the appropriate ADA Accommodations Coordinator. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective college to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs
- Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or

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activity and the skills and functional abilities of a particular student.

Appropriate accommodations may include:

- Extended time on exams
- Permission to tape lectures
- Change in test format
- Priority registration
- Enlarged print/graphics
- Textbooks on tape
- Handouts of overhead materials
- Text telephone

- Removal of structural barriers
- Class note taker
- Use of spell checker
- Extra time for assignments
- Alternative evaluation methods
- Special parking
- Cordless FM system

Students with disabilities are responsible for informing Coastal Alabama Community College about the disability and the need for reasonable accommodation. A student may request an academic adjustment at any time, but advising that institution as soon as possible of the need for an academic adjustment can help to ensure that the institution has adequate time to review the request and provide an appropriate academic adjustment. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

CRITERIA FOR DISABILITY DOCUMENTATION

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama Community College System institutions are entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama Community College System institutions do NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the college office responsible for handling the request and to request accommodations. Appropriate documentation is defined as that which meets the following criteria, including recommendations to address each functional limitations.

HEALTH CONDITION, MOBILITY, HEARING, SPEECH, OR VISUAL IMPAIRMENT

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (as appropriate), including:

1. Clearly stated diagnosis
2. Defined levels of functioning and any limitations
3. Current treatment and medication
4. Current letter/report (within 1 year), dated and signed
5. Recommendations to address functional limitations

PSYCHOLOGICAL DISORDER

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. Clearly stated diagnosis (DSM-IV criteria)
2. Defined levels of functioning and any limitations
3. Supporting documentation (i.e. test data, history, observations, etc.)
4. Current treatment and medication
5. Current letter/report (within 1 year), dated and signed
6. Recommendations to address functional limitations

TRAUMATIC BRAIN INJURY (TBI)

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. Assessment of cognitive abilities, including processing speed and memory
2. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.)

4. Current treatment and medication
5. Current letter/report (post-rehabilitation and within 1 year), dated and signed
6. Recommendations to address functional limitations

LEARNING DISABILITIES (LD)

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. Clear statement of presenting problem; diagnostic interview
2. Educational history documenting the impact of the learning disability
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems
5. Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
6. Defined levels of functioning and any limitations, supported by evaluation data
7. Current report (within 3 years of enrollment date), dated and signed
8. Recommendations to address functional limitations

NOTE: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

ATTENTION DEFICIT DISORDER (ADD) OR ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. Clear statement of presenting problem; diagnostic interview
2. Evidence of early and current impairment in at least two different environments (comprehensive history)
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD normed on adults
5. Clearly stated diagnosis of ADD or ADHD based upon DSM-IV criteria
6. Defined levels of functioning and any limitations supported by evaluation data
7. Current report (within 3 years of enrollment date), dated and signed

NOTE: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

COMMUNITY SERVICES

CENTER FOR PROFESSIONAL DEVELOPMENT (CPD)

ALABAMA WORKFORCE SOLUTIONS

The Alabama Workforce Solutions Program of the Center for Professional Development is a partnership with local business and industry in the south Alabama community. The College provides short and long- range training programs and will customize training to meet specific needs. Examples of previous training include, but are not limited to, Certificate of Supervision, Waste Water Management Program, Lean Manufacturing, Mechanical Maintenance and Troubleshooting, Electrical Maintenance and Troubleshooting, Human Resources, computer skills, and other technical skills. A variety of training sites is available, including many of the College's campuses. Some programs can also be conducted on site upon request.

PROFESSIONAL/CONTINUING EDUCATION

The Center for Professional Development supports Coastal Alabama's education and service missions and offers study opportunities to the community by extending the resources of the College to the region. Offerings include a broad range of subjects in professional development, including continuing education units (CEUs) in accounting, nursing, electricity, etc. In addition, the Center also offers non-credit programs, such as Certified Nursing Assistant. Continuing Education offerings carry CEU credit only.

PERSONAL/RECREATIONAL EDUCATION

The Center for Professional Development and Continuing Education Program also offers short-term, non-credit offerings to meet the challenging needs of the community and help individuals fulfill personal goals. Offerings include digital photography, culinary, kids' summer camps and computer literacy.

KIDS COLLEGE
Kids of all ages can enjoy summer fun on campus by attending Kids College. A variety of courses/camps are offered ranging from academic, athletic, art, spa activities, and other topics. See www.CoastalAlabama.edu for announcements.

CAREER PATH
Career Path classes are non-credit classes and services designed specifically to prepare learners to enter postsecondary, higher education, skills training programs, and workplace readiness programs. Instructors work with learners to develop goals and a comprehensive career plan. Learners may be advised to attend a learning lab or a computer lab to improve basic skills. Efforts are made to assist learners with identifying the support services needed to be successful at Coastal Alabama and beyond.

WORKPLACE AND WORK BASED PROJECT LEARNER CLASSES
Workplace education classes are designed to assist business and industry by providing literacy skills to current employees. Work Based classes are non-credit, short-term classes designed to teach specific work based skills and competencies needed for employment.

JOB READINESS CLASSES
Job Readiness classes provide career pathways for individuals with limited education and employment experience. Classes provide the skills required for entry-level employment with many Alabama industries and businesses. The curriculum covers Basic Education, Computer Skills, Problem Solving, and Job Acquisition. Participants benefit from the free, quality training by industry professionals. Participants also prepare to take the WorkKeys® assessment for a Career Readiness Certificate.

REFUNDS FOR PROFESSIONAL/PERSONAL OFFERINGS
 A student who withdraws from a Continuing Education or Alabama Workforce Solutions class may claim a refund of fees under certain allowances. If such withdrawal is made after registering, but before any offerings begin, the student may claim full fees. No refunds will be made after the offering begins. The College reserves the right to cancel those offerings with insufficient enrollment.

INSTITUTIONAL NON-CREDIT OFFERINGS
Institutional non-credit offerings are those which are not creditable toward a formal award and which include Corporate/Alabama Workforce Solutions, Professional/Continuing Education, and Personal/Recreational Education.

THE NATIONAL CENTER FOR PULP AND PAPER TECHNOLOGY TRAINING
   In July of 2004, Coastal Alabama Community College received recognition by the National Science Foundation as an Advanced Technological Education Center of Excellence. With this distinction, The Pulp and Paper Lab gained national recognition as a Center of Excellence and the College took on the responsibility to foster teaching excellence in Pulp and Paper Technology throughout America. This recognition was gained after two project grants from NSF, review of a National Visiting Committee, completion of a planning grant and submission of a grant to NSF for recognition of the Center. The grant established the National Network for Pulp and Paper Technology Training (npt)2 and provides funding to link the Pulp and Paper Technology program at the College to pulp and paper industries across the United States.

   To enhance the training of entry level and incumbent employees, all students are involved in a core of courses that provide hands on training across the typical systems found in a pulp and paper or chemical processing plant. By utilizing a multi-craft training approach, students learn how to think outside of the box and outside of their singular focus. Through training in Basic Electricity, Process Control, Instrumentation (including electronics, and programmable logic controls), Hydraulics, Pneumatics, and Rotary Power operations, operators trained at the College have a systems approach to problem solving that is unique within the industry. Thus, students trained at Coastal Alabama Community College and the National Center for Pulp and Paper Technology Training have an advantage in the workforce. They can boast of being prepared as a contributor for the Technologically Advanced Workforce needed by US companies to maintain a global competitiveness. As technologically advanced workers, they are active members in problem solving teams vital for all plants.

LIFETECH INSTITUTE

The LifeTech Institute located in Thomasville, Alabama, is an innovative non-credit parolee transition program operated in partnership with the Alabama Board of Pardons and Parole and Coastal Alabama Community College. The LifeTech Institute teaches life skills and technical skills to help parolees make the transition from prison to society. The program trains parolees for successful reentry into the world of work and helps reduce Alabama prison overcrowding. The transition program is demanding. Each parolee assigned to the center must meet obligations to participate in treatment, vocational and life skills training and also work at the center.

ALABAMA TECHNOLOGY NETWORK (ATN)

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama together to solve the needs of the State's existing manufacturing industry. This link allows Alabama manufacturers to "make things better in their business." As Alabama's Affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, our employees are able to provide training and services that meet local needs and provide innovative and cost-effective solutions. Through ATN's resources, we put our clients in touch with our experts to provide solutions to their business needs.

The College, through the local Alabama Technology Network Center, offers various types of seminars, workshops, and courses for employees of area businesses and industries on a cost-share basis. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as Lean Manufacturing, Six Sigma, Environmental Safety, and Health, Maintenance, Executive Coaching, and various other process improvement and continuing education opportunities.

ANNUAL ALABAMA WRITERS SYMPOSIUM

Since 1998, Monroeville and Coastal Alabama Community College have been home to the annual Alabama Writers Symposium. The Symposium brings together many of Alabama's most distinguished writers and scholars for two days of readings, lectures, and discussions in the Literary Capital of Alabama. The event is a celebration of the Alabama literary arts for writers and their works to be enjoyed by writers, readers, critics, scholars, and everyone who appreciates the written word. Each year, a theme is selected to allow writers, scholars, and panelists to explore common threads found in their writing, such as "The Elephant in the Room" and "Literary Quilting." One of the highlights of the Symposium is the presentation of the Harper Lee Award for Alabama's Distinguished Writer, and the past winners list includes esteemed Alabama authors such as Rick Bragg, Mark Childress, Fannie Flagg, and Winston Groom. The 21st Annual Alabama Writers Symposium : Stars Fell on Alabama will be held on April 19 – 20, 2018.

EDUCATIONAL TALENT SEARCH

The Educational Talent Search Program is a federally funded program that identifies and assists eligible individuals who have the potential to succeed in higher education. It is designed to encourage participants to graduate from high school and complete postsecondary education. Approximately 1400 students from schools in Choctaw, Clarke, Conecuh, Escambia, Marengo, Monroe, Washington, and Wilcox counties are provided with academic, career and financial counseling services.

UPWARD BOUND

Coastal Alabama's Upward Bound Programs are located on the Gilbertown, Monroeville, and Thomasville Campuses. These programs are designed to provide academic assistance, advising, tutoring, and cultural enrichment necessary for students who qualify to complete both secondary and postsecondary schools. Services include afterschool and weekend programs during the academic year. In addition, students will be involved in an intensive six week summer program. Students will also have the opportunity to participate in a summer bridge program during their senior year, thus giving them the opportunity to start their college career with a strong support system provided by Upward Bound staff.

ADDITIONAL COLLEGE POLICIES AND INFORMATION

DRUG TESTING OF STUDENT ATHLETES

I. PERSONS TO BE TESTED: Any student who desires to participate in intercollegiate athletics at any institution of the Alabama Community College System will be required to submit to urinalysis drug testing.

II. TYPES OF TESTS TO BE PERFORMED

A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in

intercollegiate athletics. A student will be required to authorize a drug test result to be provided to the Athletic Director, Head Coach, or other designated College representative. The student's specimen must have been collected and tested within the two (2) week period prior to eligibility determination. The College will be responsible for the initial testing of the student.

B. After the initial drug test has been provided, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on site testing device. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletic Director, Head Coach, or other designated college representative may request a test at any time. Random individual and/or random team testing will be done. For random testing, all student athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each college by utilizing random number selection computer software. Each college shall be responsible for maintaining an updated listing of student athletes to provide an accurate random selection pool.

III. DRUGS TO BE TESTED
A. Amphetamines
B. Cocaine
C. THC
D. Opiates
E. PCP

IV. CONSENT TO DRUG TESTING
A. Each student is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director, Head Coach, or other designated College representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

B. Student athletes have the right to refuse to consent to drug testing under this program; however, students athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.

C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director, Head Coach, or other designated College representative.

V. SPECIMEN COLLECTION
A. A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletic Director, Head Coach, or other designated College representative to obtain a copy of these guidelines before any specimen collection is performed.

B. Requirements:
1. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other College employee.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with the chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized college representative. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete's person.
5. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated College

ADDTL POLICIES

representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

6. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated College representative should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletics Director, Head Coach, or other designated College representative is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.

7. Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student athlete. The student athlete's participation in the specimen collection process is complete.

VI. ON SITE TESTING TO BE USED

A. Regular and random testing by the College shall be performed by utilizing an on site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.

B. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

VII. DRUG TESTING LABORATORY

A. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis.

B. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Work-place Drug Testing Programs.

VIII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history, or review of any other relevant bio-medical factors.

2. Review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test or if unsuccessful in contacting the student athlete directly, the MRO shall contact the designated College representative who shall have the student athlete contact the MRO as soon as possible.

IX. REPORTING OF DRUG TEST RESULTS

A. Reporting of drug test results shall be made to the Athletics Director, Head Coach or other designated College representative. Test results will not be released to any individual who has not been authorized to receive such results.

B. A written notification of the test results shall be provided to the Athletics Director, Head Coach, or other designated College representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to College representatives. Drug test results can be received by U.S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the College to receive such results.

C. Any institution of the Alabama Community College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

D. When drug test results are received by the Athletics Director, Head Coach, or other designated College representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student athlete, without first obtaining a specific written authorization from the student athlete.

X. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

A. First Positive Test:

1. Suspension from athletic competition for a minimum two (2) week period. The student athlete will be required to participate in a substance abuse program during this suspension period. A negative follow-up drug test will be required before the student athlete is permitted to return to participation in the athletic program. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the athletic program. A refusal to participate in a substance abuse program and/or follow-up drug testing will require immediate suspension from the athletic program. If a student athlete does not comply with this requirement within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.

2. A referral to a substance abuse program shall be made by the Athletics Director, Head Coach, or other designated College representative. The length of the substance abuse program will be determined by the program counselor. The designated College representative should be informed of the expected completion date of the program and whether or not the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to the substance abuse program shall be confidential.

B. Second Positive Test: Permanent suspension from athletic competition and forfeiture of any athletic scholarship.

C. Refusal To Be Tested: A student athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated College representative shall be notified of any refusal to be tested. D. Failure To Appear: A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student athlete agrees to be tested, another collection will be scheduled. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated College representative shall be notified of any failure to appear.

XI. EDUCATION PROGRAM

A. A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletics Director, Head Coach, or other designated College representative. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

1. Discussion of drug testing policy for student athletes; and,
2. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and,
3. Distribution of education materials concerning the use and abuse of illegal drugs.

B. In General: Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing to a parent or legal guardian of a student information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if –

1. the student is under the age of 21; and,
2. the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

C. Alcohol/Controlled Substance Disclosure Policy: Nothing in the above paragraph shall be construed to supersede any provision of State Law that prohibits an institution of higher education from making the disclosure.

DRUG-FREE WORKPLACE POLICY

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Coastal Alabama Community College:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College

or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).

2. Coastal Alabama Community College has and shall maintain a drug-free awareness program to inform employees and students about:
   - the dangers of drug abuse in the workplace;
   - Coastal Alabama Community College's policy of maintaining a drug-free workplace;
   - any available drug counseling, rehabilitation, and employee assistance program; and
   - the penalties that may be imposed upon employees and students for drug abuse violations.
3. All employees and students of Coastal Alabama Community College shall comply with paragraph 1 above.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - (BUCKLEY AMENDMENT, 20 U.S.C. 1230, 1232G) ANNUAL NOTICE TO STUDENTS

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, 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. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. The policy is also printed under Student Records Policy in the Student Handbook.

Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

REHABILITATION ACT

Coastal Alabama Community College complies with Section 504 of the Rehabilitation Act of 1973, as amended, and does not discriminate on the basis of disability in admission of, access to, or treatment or employment in its programs or activities. Questions or concerns regarding this Act should be directed to tthe appropriate ADA Accommodations Coordinator, located in the South, East and North districts.

NON-DISCRIMINATION POLICY

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment. The College encourages any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Any students or employees found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant, suspension or expulsion for said students and employees. Coastal Alabama Community College complies with nondiscriminatory regulations under Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA), Title IV, VI, and IX of the Civil Rights Act. Questions or concerns regarding Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA) should be directed to the ADA Coordinator in the South, East or North District.

The President of Coastal Alabama Community College has assigned responsibility for Titles IV, VI, and IX as follows:
- Students with questions or any concerns, including discrimination or harassment, that are academic in nature should contact the Regional Instructional Office, telephone (251) 580-2101.
- Students with questions or any concerns, including discrimination or harassment, that are non-academic in nature should contact the Regional Student Services Office, telephone (251) 580-2122.
- Employees and other individuals who have questions or any concerns, including discrimination or harassment, should contact the Regional Human Resources Office, telephone (251) 580-2144.

These individuals can be contacted at the following address: Coastal Alabama Community College, 1900 U.S.

Highway 31 South, Bay Minette, Alabama, 36507. Information on the College's nondiscrimination policy will be made available in large type upon request. Also this information will be read to any person making the request. Also, the College will distribute the statement in languages other than English, as necessary.

BEHAVIORAL EVALUATION AND THREAT ASSESSMENT (BETA) POLICY

Coastal Alabama Community College is committed to providing a safe and secure working and learning environment. Violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities are inconsistent with this objective and are unacceptable.

This policy provides a procedure and mechanism by which violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities may be reported, evaluated, and addressed. The President appoints the committee members, comprised of administrators, faculty, and staff, to oversee and employ the BETA policy, when appropriate.

HARASSMENT POLICY

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such harassment is a violation of Alabama Community College Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Harassment of employees or students by non-employees is also a violation of this policy. Harassment is a violation of College policy and will not be ignored, tolerated or condones.

If an individual is confronted with what he or she considers to be harassment, the following courses of action are available:

- Take personal action either in person or by letter stating that the behavior is neither humorous, not welcome, and should cease immediately;
- Request informal third-party mediation from a friend or colleague; or
- File a formal grievance in accordance with the College's Grievance and Appeal Policy.

Student Grievances. The Regional Vice-President of Student Services has been designated as the Title IX Coordinator and Grievance Officer for students. Any student who has questions, concerns, complaints or grievance, should contact the Vice-President of Student Services or Designee.

Faculty and Staff Grievances. The Regional Vice-President of Human Resources has been designated as the Title IX Coordinator and the Grievance Officer for employees. Any employee who has questions, concerns, complaints or grievance, should contact Human Resources, 251-580-2144, or the Vice-President of Instruction and Workforce Development, 251-580-2289 or the Vice-President of Student Services, 251-580-2122.

Coastal Alabama Community College Contact Numbers:
Campus Police: 251-580-2222
Police Chief: 251-580-2221
Student Services (Student Complaints): 251-580-2122 for Bay Minette, Fairhope, Gulf Shores; 251-809-1592 for Brewton, Atmore; or 251-575-8227 for Monroeville, Thomasville, Gilbertown, and Jackson.
Human Resources (Employee Complaints): 251-580-2144

SEXUAL ASSAULT AND VIOLENCE

Coastal Alabama Community College does not tolerate sexual misconduct such as sexual harassment, sexual assault, stalking, intimate partner violence, or any other of the prohibited sexually related behaviors discussed herein below. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will be subject to appropriate disciplinary action including the possibility of separation from the College. State and federal laws also address conduct that may meet

the College's definitions of conduct prohibited under this policy, and criminal prosecution or civil court actions may take place independently of any disciplinary action instituted by the College.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The U.S. Congress has also adopted subsequent legislation to enhance and/or apply in conjunction with Title IX. The College will respond to complaints or reports about conduct prohibited under this policy with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities.

The College has an obligation to make reasonable efforts to investigate and address complaints or reports of sexual misconduct, whenever it becomes aware of such a complaint or report. Once made aware, the College must conduct an investigation regardless of how the information was brought to the College's attention or the extent to which the complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to resources that they may use for support and guidance without initiating College action. Retaliation against anyone involved in filing an internal complaint under this policy, filing an external complaint, participating in the internal disciplinary process, or opposing in a reasonable manner an act believed to constitute a violation of this policy, is prohibited and will not be tolerated.

In light of these commitments, the College has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, intimate partner violence, stalking, and related retaliation. In a case of alleged sex or gender discrimination or sexual misconduct, this policy supersedes policies and procedures for other forms of misconduct.

In addition to this policy, a Coastal Alabama employee who is a victim of any misconduct that constitutes a violation of Title IX shall also be covered by the Board of Trustee's Employee Grievance Policy (Policy No. 620.01) that has been adopted for institutions within the Alabama Community College System.

A.   SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS
All members and representatives of the College community are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults or other misconduct described herein:

1. The Right to Human Dignity
Victims shall:
- Be treated with fairness and respect for their dignity.
- Have their privacy honored.
- Have their allegations of sexual assault or other misconduct treated seriously.
- Be free from any suggestion that they are responsible for the sexual assaults or other misconduct committed against them.
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct.
- Be free from unwanted pressure from campus personnel to:
  o Report sexual assaults or other misconduct if they do not wish to do so.
  o Report sexual assaults as less serious offenses.
  o Refrain from reporting sexual assaults or other sexual misconduct for any reason, including the fear of unwanted personal publicity.

2. The Right to Resources On and Off Campus
Victims of whom the College shall have become aware shall:
- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously.
- Be notified of existing campus and community-based medical, counseling, mental health services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities.
- Have the right to know that there will not be a monetary charge for filing criminal or College disciplinary complaints.
- Have access to campus counseling and be informed of additional information about resources and

options to aid in recovery.
- Be informed of and assisted in exercising:
  - o Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy.
  - o Any rights to preventive measures such as HIV prophylaxis.
  - o Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects.

3. The Right to Campus Judicial Proceedings
Victims have the right to:
- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them or engaging in other misconduct toward them is covered by this policy.
- Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused.
- Have a person of their choice accompany them throughout the disciplinary hearing.
- Remain present during the entire proceeding, whenever possible. Alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing.
- Be heard at the proceeding.
- Be assured that their irrelevant past sexual history will not be discussed during the hearing.

4. The Right to Law Enforcement and Campus Intervention
- Reports of sexual assault will be subject to being investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of a reported sexual assault; "No contact" orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the College receives notice of a complaint.
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by any victim's alleged assailant(s).
- Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

5. Note: Statutory Mandates
Nothing in this Victims' Bill of Rights statement shall be construed to preclude or in any way restrict the College from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the College will take care not to identify the victim.

Nothing in this statement shall be construed to preclude or in any way restrict the College from issuing a Timely Warning when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices but, in certain cases of continuing danger, the College may identify the suspect, assailant, or the address where the crime occurred.

B.   COLLEGE'S TITLE IX COORDINATORS
The Vice-President of Student Services serves as the Title IX Coordinator for student complaints brought under this policy. Student complaints should be directed to Mike Nikolakis, Vice-President of Student Services, in person or by campus phone or personal cell at 251-580-2122.

The Vice-President of Human Resources & Employee Relations serves as the Title IX, Coordinator for employee complaints. Employee complaints should be directed to Laura Burks, Vice-President of Human

Resources & Employee Relations, in person or by campus phone or personal cell at 251-580-2144.

The Title IX Coordinators will be informed of all complaints or reports of violations of this policy, and oversees the College's centralized response to ensure compliance with Title IX, the 2013 Amendments to the Violence Against Women Reauthorization Act (VAWA), and any other applicable Federal or State statute or regulation related to sexual misconduct on campus. The Title IX Coordinator's activities include (but are not limited to):

- Communicating with all members of the College community regarding Title IX and VAWA, and providing information about how individuals may access their rights provided under those statutes.
- Reviewing applicable College policies to ensure institutional compliance with Title IX and VAWA.
- Monitoring the College's administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements.
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy.
- Responding to any complaint or report regarding conduct that violates this policy. In this capacity, the Title IX Coordinators oversee the investigation and resolution of such alleged misconduct, direct the provision of any remedial measures, and monitor the administration of any related appeal.

C. SCOPE OF THIS POLICY

This policy governs the conduct of students, employees, and third parties (i.e., non-members of the College community, such as vendors, alumni/ae, visitors, or local residents).

Third parties are both protected by and subject to this policy. A third party may make a complaint or report of a violation of this policy committed by a member of the College community. A third party may also be permanently barred from the College or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on College property (i.e., on campus) or at College-sanctioned events or programs that take place off campus. All actions by a member of the College community that involve the use of the College's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. This policy also applies to conduct that occurs off College property (i.e., off campus) when the conduct is associated with a College-sponsored program or activity, or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on the relevant facts of each individual case.

D. PROHIBITED CONDUCT

In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

1. Sexual Misconduct

The following behaviors constitute sexual misconduct and are prohibited under this policy. All forms of sexual misconduct are serious offenses and will be subject to appropriate College disciplinary procedures. Sexual misconduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious and may result in academic expulsion, or termination of employment. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation of this policy.

Non-Consensual Sexual Penetration (commonly referred to as rape): Any act of vaginal or anal

penetration by a person's penis, finger, other body part, or an object; or oral penetration by a penis, without consent.

Non-Consensual Sexual Contact (commonly referred to as sexual assault): Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.

Sexual Exploitation: Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations).

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (See College Policy 646)

Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature. Examples may include obscene or sexually offensive gestures, comments or other behavior that would be considered lewd or lascivious by a person of reasonable sensitivity.

2. Other Prohibited Behaviors
Behaviors as described below are also prohibited under this policy:

Domestic Violence in the Context of Intimate Relationships: Domestic violence means any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, household or dating or engagement relationship members.

Intimate Relationship Violence (also known as dating violence or intimate partner violence): Acts of violence, threat or intimidation that harm or injure a partner in a current or former intimate relationship (defined below). These acts may be physical, emotional/psychological, or sexual in nature. Intimate relationship violence can be a single act or pattern of behavior.

Dating Violence: The term dating violence is not defined by Alabama law, as such. However, the term dating violence is incorporated into the definition of domestic violence because the definition of domestic violence includes "dating or engagement" relationships.

Stalking: A course of conduct (i.e., more than one act) directed at a specific person that would cause a reasonable person to feel fear for her, his, or others' safety, or to suffer substantial emotional distress. Acts that together constitute stalking may include, but are not limited to; pursuing or following of a person electronically via social media websites or in person; non-consensual (unwanted) communication by any means (included but not limited to letters, cards, photos, text messages, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

Retaliation: Any attempt to seek retribution against, or cause harm or undue discomfort to, an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or College-controlled living environment of an individual; or if they hinder or prevent the individual from effectively

carrying out their College responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

3. Terminology
The following definitions clarify key terminology as used throughout the policy.

Intimate Relationship: An intimate relationship is a short- or long-term relationship between persons of any gender that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships may include (but are not limited to) marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between persons with a child in common.

Consent and Incapacitation: In reviewing possible violations of sexual misconduct, the College considers consent as the voluntary, informed, uncoerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner knowingly, willfully, and affirmatively chooses to participate in the activity.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one person overcomes the physical limitations of another person; when the person against whom an action is taken is induced by fraud or deceit; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation.

Important points regarding consent include:
- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent to any further activity.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Initiation or acceptance of a sexually-related behavior described herein by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

Victim: A person who has been the subject of prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

Complainant: A victim who has made a complaint of a violation of this policy, or on whose behalf a complaint was made or a disciplinary action was initiated.

Respondent: The term respondent refers to the individual(s) who has been accused of prohibited conduct.

Third party: The term third party refers to any individual who is not a College student, a faculty member,

or a staff member (e.g., vendors, alumni/ae, or local residents). Being a third party does not preclude a person from coverage by this policy, even where the person may not be subject to internal disciplinary action by the College. A third party who is a victim shall have the right to report and have investigated any complaint made hereunder; and a third party who is a respondent found to have violated this policy may be permanently barred from College campuses and/or activities, or subject to other reasonable actions by the College.

E. CONFIDENTIALITY, PRIVACY, AND RELATED RESPONSIBILITIES

The College is committed to protecting the privacy of all individuals involved in a report of sexual assault, sexual violence, and stalking or intimate partner violence. All College employees who are involved in the College's Title IX response receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Issues of privacy and confidentiality play important roles in this policy, and may affect individuals differently.

Requests for confidentiality may limit the College's ability to conduct an investigation.

In some circumstances, the reporting responsibilities of College employees, or the College's responsibility to investigate, may conflict with the preferences of the complainant and/or respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities in determining their preferred course of action. In any situation where a party's desire for confidentiality is in conflict with Federal or State reporting requirements, the College shall be obligated to fulfill its duty to comply with applicable laws and regulations.

Privacy and confidentiality are related but the following definitions clarify the terminology as used throughout the policy.

1. Privacy:

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

2. Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

When a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

3. Request for Confidentiality:

Where a Complainant requests that his/her name or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether

there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinators will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), the Title IX requirements, or other applicable Federal or State laws or regulations.

4. Responsibility to Report
In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, students, faculty and staff members must immediately contact the College Police Department by dialing 251-580-2222 or contact the Department of Public Safety by dialing 911 from an on-campus telephone or personal cell phone.

In non-emergency situations, students, faculty, and staff members must promptly report suspected violations to the appropriate officials as follows:
- Vice-President of Student Services, Mike Nikolakis: 251-580-2122
- Vice-President of Human Resources & Employee Relations, Laura Burks: 251-580-2144
- Gulf Shores Campus Director, Ed Douglas: 251-968-3104
- Fairhope Campus Director, John Borom: 251-990-0423
- Vice-President of Instruction & Workforce Development, Patty Hughston: 580-2289
- Provost, Brewton, Atmore Campuses, David Jones: 251-867-4832
- Provost, Monroeville, Thomasville, Gilbertown, Jackson Campuses, Roger Chandler: 251-575-8224
- Title IX Deputy Coordinator, Brewton, Atmore Campuses, David Jones: 251-809-1532
- Title IX Deputy Coordinator, Monroeville, Thomasville, Gilbertown, Jackson Campuses, Melissa Haab: 251-575-8227

A victim may choose not to make a complaint or report in his or her own case, even if the victim otherwise has reporting obligations by virtue of being a faculty member, staff member, or Residential College Adviser. However, the victim shall not have the option of prohibiting the College from carrying out any investigative or reporting duty or responsibility that it may have under applicable laws and regulations.

5. Release of Information
If the Alabama Department of Public Safety (911) becomes aware of a serious and continuing threat to the campus community, the Department of Public Safety will issue a timely notification to protect the health or safety of the community. The Department of Public Safety may also be required to publicly disclose a reported incident of sexual misconduct in the daily crime log or annual security report. In addition, the College may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the College release the name or other personally identifiable information of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

F.   SUPPORT RESOURCES
A complainant or witness has many options, including counseling, filing an internal complaint, and/or

filing a criminal complaint. The College recognizes that deciding among these options can be difficult. Complainants and witnesses are encouraged to seek assistance before deciding how to proceed.

The following resources are available to provide support and/or receive complaints or reports.

1. Emergency Resources and Law Enforcement
Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. Contact information for law enforcement officials and medical treatment facilities are as follows:

Area Police Departments—
Bay Minette Police Department: 251-937-4037
Fairhope Police Department: 251-928-2385
Gulf Shores Police Department: 251-968-2431
Baldwin County Sheriff's Office: 251-937-0200
Escambia County Sheriff's Office, Brewton: 251-867-0304
Escambia County Sheriff's Office, Atmore: 251-368-4779
Brewton Police Department: 251-867-3212
East Brewton Police Department: 251-867-4864
Atmore Police Department: 251-368-3784
Jackson Police Department: 251-867-4864
Monroeville Police Department: 251-575-3246
Monroe County Sheriff's Office: 251-575-2963
Thomasville Police Department: 334-636-2174
Clarke County Sheriff's Office: 251-275-8156
Choctaw County Sheriff's Office: 205-459-2166
Gilbertown Police Department: 251-843-2766
Area Hospitals—
North Baldwin Infirmary, Bay Minette: 251-937-5521
Thomas Hospital, Fairhope: 251-928-2375
South Baldwin Hospital, Foley: 251-949-3400
Monroe County Hospital, Monroeville: 251-575-3111
Atmore Community Hospital, Atmore: 251:368-2500
D W McMillan Hospital, Brewton: 251-867-8061
Grove Hill Memorial Hospital, Grove Hill: 251-275-3191

If you need immediate support, you can reach your local RAINN affiliate at any time, 24/7, by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673).
Rape Crisis Center: 251-473-7273 / 251-928-9500
The Center provides immediate medical attention and counseling. This includes the collection of personal physical evidence and a blood test for sexually transmitted dis-eases. Counseling, in an on-going basis, is available after the incident.
Alabama Crime Victims' Compensation Commission: 1-800-541-9388
In non-emergency situations, students living in College-managed housing must promptly report suspected violations to the appropriate officials as follows:
- Resident Assistant or Housing official is notified of assault
- Residence Hall Director, Danielle Brown: 251-580-2174 or 251-580-2178
- Director of Housing and Regional Special Events, Linda Caldwell: 251-580-2121

G.   OPTIONS FOR COMPLAINANTS AND OTHER REPORTING PARTIES
The College encourages all individuals to report any alleged or suspected violation of this policy to the appropriate Title IX Coordinator, and to report potential criminal conduct to law enforcement. Anyone who seeks to make a complaint or report may:

- Request interim measures from the Title IX Coordinators (see H. below);
- File a complaint or report with the Title IX Coordinators, thereby invoking the College's internal disciplinary process (see I. below);
- Contact the Department of Public Safety by dialing 911 for assistance in filing a criminal complaint and preserving physical evidence (see F. above); and/or
- Contact local law enforcement to file a criminal complaint (see F. above).

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting persons are encouraged to seek assistance from support resources.

H.   INTERIM MEASURES

Upon receipt of a complaint or report of a violation of this policy, the College will make good faith efforts to provide reasonable and appropriate interim measures designed to preserve the complainant's educational experience, the safety of all parties and the broader College community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. The College may provide interim measures regardless of whether the complainant seeks formal disciplinary action.
Interim measures may include:
- Access to counseling services and assistance in arranging an initial appointment.
- Rescheduling of exams and assignments.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Change in work schedule or job assignment.
- Change in campus housing.
- Providing medical services.
- Imposition of an on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other reasonable remedy that can be used to achieve the goals of this policy.

Any interim measures will not disproportionately impact the complainant. Requests for interim measures may be made by or on behalf of the complainant to any College official, including the Title IX Coordinators. The Title IX Coordinators are responsible for ensuring the implementation of interim measures and coordinating the College's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a College-imposed measure.

I.   FILING A COMPLAINT OR REPORT WITH THE TITLE IX COORDINATORS

Individuals are encouraged to report any alleged violation of this policy, whether the reporting party is the alleged victim, or the alleged victim is another person who the reporting party has reason to believe has been subjected to misconduct prohibited by this policy. Such reports should be made directly to the appropriate Title IX Coordinator. In order to do so, individuals may schedule an appointment with the Title IX Coordinator.

1. Timeliness of Report

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the College's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the respondent is no longer a student or employee at the time of the complaint or report, the College

may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The College shall also reserve the right to take the complaint into consideration in the event that the respondent should ever again attempt to become a student or employee of the College.

J.   INVESTIGATIONS AND DISCIPLINARY PROCEDURES IN GENERAL FOR THIS POLICY

The College is committed to providing a prompt and impartial investigation of all alleged violations of this policy. During the disciplinary process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to be accompanied by an adviser of their choice, and to appeal. The College will concurrently provide both parties with written notification of the outcome of the process and any appeal. With regard to any proposed disciplinary action against a student or employee, the action shall be carried out in accordance with applicable student or employee disciplinary laws, regulations, policies, and procedures.

1. Responsibility to Investigate

In order to protect the safety of the campus community, the Title IX Coordinators may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The Title IX Coordinators may need to proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinators will take into account the complainant's articulated concerns, the best interests of the campus community, fairness to all individuals involved, and the College's obligations under Title IX.

This policy differs from Alabama criminal law. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

2. Initial Assessment of Complaints

The investigative process is initiated when the Title IX Coordinators receives a complaint or report of a violation of this policy. The Title IX Coordinators will conduct an initial assessment. Following the initial assessment, the Title IX Coordinators may take any of the following actions:
- If the Title IX Coordinators determines that the complaint, even if substantiated, would not rise to the level of a policy violation, the Title IX Coordinators may dismiss the complaint.
- If the Title IX Coordinators determines that the complaint is outside the scope of this policy, the Title IX Coordinators may refer the complaint to another office for review.
- If the Title IX Coordinators determines that the complaint or report would, if substantiated, constitute a violation or this policy, the Title IX Coordinators will determine appropriate interim measures and initiate an investigation.

3. Timeframes of Any Related Disciplinary Proceedings

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.

4. Cooperation with Investigation and Disciplinary Procedures

Coastal Alabama Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures, including the preservation of all material evidence by the alleged victim. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information, and delaying or failing to make oneself available for meetings with College officials.

It is understood that there may be circumstances in which a complainant wishes to limit their participation.

The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation regardless of the complainant's wishes.

If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached in accordance with the preponderance of evidence standard with respect to all available credible evidence in support of or contrary to the alleged conduct, and the College will take such action or actions as are appropriate to findings supported by the evidence. The College will not, however, draw any adverse inference from a respondent's silence.

5. Sexual History
The sexual history of the complainant and/or the respondent will generally not be used in determining whether a violation of this policy has occurred. However, in certain circumstances, the sexual history between parties may have limited relevance. For example, if consent is at issue, the sexual history between the parties may be relevant to determining whether consent was sought and given during the incident in question, although it must be remembered that even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, under very limited circumstances, sexual history may be relevant to explain injury, to provide proof of a pattern, or for another specific question raised by an allegation or in defense against an allegation.

6. Consolidation of Investigation
The Title IX Coordinators has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

7. Circumstances Relating to Misconduct Affecting Health or Safety
In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the College to carry out its essential operations is seriously threatened or impaired, the president or an authorized representative may summarily suspend, dismiss, or bar any person from the College, subject to a post-action review on the action taken by the College. In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate College authority.

K.   MAKING A CRIMINAL COMPLAINT TO LAW ENFORCEMENT
At the complainant's request, the College will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process. See F. above for contact information related to law enforcement.

L.   DISCIPLINARY ACTION WHEN THE RESPONDENT IS A STUDENT
In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against the respondent(s). Persons found responsible for sexual assault may expect disciplinary actions up to and including dismissal from the College. Policies and procedures contained in the Student Code of Conduct will be followed in all disciplinary procedures.

M.   DISCIPLINARY ACTION WHEN THE RESPONDENT IS AN EMPLOYEE
In addition to any criminal or civil actions which may be pending or in process, the College reserves the right separately pursue appropriate disciplinary action against the respondent(s). For violations of this policy by faculty or staff members, disciplinary penalties may include (in accordance with the employment laws, regulations, and policies governing the employee in question) counseling or training, written warning, formal reprimand, suspension with or without pay, demotion, or termination. The College also reserves the right to place an accused employee on paid administrative leave during the pendency of the investigation and/or hearing of an allegation of a violation of this policy.

N.   DISCIPLINARY PROCEDURES WHEN ONE PARTY IS A MEMBER OF THE COLLEGE COMMUNITY AND THE

OTHER PARTY IS A NON-MEMBER OF THE COLLEGE COMMUNITY

When a third party, (i.e., a non-member of our College community) is involved as a complainant or a respondent, the College will use disciplinary procedures that are generally consistent with the disciplinary procedures stated in sections D and E, appropriately modified based on the particular circumstances involved and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

O.   OTHER INVESTIGATION AND RESOLUTION PROCEDURES

If a complaint or report of conduct prohibited by this policy is made against multiple individuals, an office, or the College in general, the Title IX Coordinators will review the matter and take appropriate action, in accordance with this policy. The Title IX Coordinators may conduct an investigation, using investigative and disciplinary procedures that are generally consistent with those stated in this policy, appropriately modified based on the particular circumstances involved.

P.   REPORTING AND PRESERVATION OF INFORMATION

Each respective Title IX Coordinator will be responsible for the preservation of the records involved in every complaint received, and investigation and hearing conducted, under this policy and shall further be responsible for ensuring that all reports are made to such Federal and State agencies as are required to be notified under Title IX and related laws and regulations. In conjunction with ensuring that the required reports are made on a timely basis, the respective Title IX Coordinator shall notify the President of the appropriate reports having been made.

GRIEVANCE AND APPEAL POLICY

GRIEVANCE PROCEDURE

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Coastal Alabama Community College.

INITIAL STEPS TO RESOLVE A COMPLAINT

EMPLOYEES: Any college employee who wishes to make a complaint about any work-related matter shall first report that complaint orally or in writing to his/her immediate supervisor, vice-president, dean or department chair. If the complaint is about a specific occurrence, the complaint should be made within ten (10) working days of the occurrence.

The employee making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the employee and the supervisor, dean or department chair, it is determined that the complaint can be resolved informally, the supervisor, dean or department chair will take action to resolve the complaint and will submit a report within (10) working days of the filing of the complaint to the President, the College's Employee Grievance Officer, and such other appropriate college supervisory official(s) as the President may designate, detailing both the complaint and the resolution of the complaint.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the employee shall complete and file an original and two copies of Grievance Form A with the appropriate Vice-President, Dean, Department Chair or Division Chair within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01.

STUDENTS: Any student of Coastal Alabama Community College who wishes to make a complaint about an academic matter shall report that complaint in writing to the instructional dean, academic or technical. Other types of complaints shall be reported in writing to the Vice-President and/or Dean of Student Services. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

The student making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved informally, the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President, the College's

Student Grievance Officer, and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolution.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the student shall complete and file an original and two copies of Grievance Form A with the Vice-President and/or the appropriate Dean of Student Services within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01.

For any type of complaint other than one falling within the scope of Title IX, the following procedures shall apply:

PLAN OF RESOLUTION

If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution", the college official to whom the complaint was made shall submit a written report to the President, the respective College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

GRIEVANCE PROCEDURES

If any student's or employee's complaint is not or cannot be resolved at the first level of supervision as described in the above paragraphs, such an unresolved complaint shall be termed a "grievance". An employee or student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) working days, shall have the right to file with the Student Grievance Officer or Employee Grievance Officer, respectively, a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on gender, race, age, national origin, religion, color, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated.

INVESTIGATION, HEARING, AND FINDINGS

The College shall have thirty (30) calendar days from the date of the receipt by the respective Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address. The President shall have the right to extend the investigation/hearing period if such an extension is either agreed to by the parties or made necessary by the circumstances of the situation at hand.

INVESTIGATION PROCEDURES

The respective Grievance Officer, personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Officer for the hearing record. In the event that the Grievant does not request a hearing, the Grievance Officer's report and a recommendation for the resolution of the complaint shall be filed with the President, and a copy provided to the

Grievant and Respondent.

HEARING PROCEDURES

In the event that the Grievant requests a hearing within the time frame designated by the respective Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Grievant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Grievant and the Respondent shall be read the grievance statement by the official conducting the hearing. After the grievance is read into the record, the Grievant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the college, or the administration of the college at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's expense, assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney unless the Grievant is assisted by an attorney or other personal representative. Regardless of whether or not any party to the hearing is assisted by legal counsel, the official conducting the hearing shall have the right to be assisted by legal counsel in conducting the hearing.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other appropriate electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

REPORT OF FINDINGS AND CONCLUSIONS OF LAW

At the conclusion of the hearing, the Hearing Officer or Chairperson of the Hearing Committee shall submit a written report of findings to the Grievant by personal service or by certified mail, return receipt requested, and to the President containing at least the following information:
1. Date and place of the hearing;
2. The names and title(s) (if any) of each party to the grievance;
3. The nature of the grievance;
4. The name of each member of the hearing committee;
5. A list of all witnesses for all parties to the grievance;
6. Findings of facts relevant to the grievance;
7. Conclusions of law, regulations, or policy relevant to the grievance; and
8. Recommendation(s) to the President arising from the grievance and the hearing thereon.

AVAILABLE APPEAL

The Grievant shall have the right to appeal all or any portion of the hearing findings, provided that within fifteen (15) calendar days following receipt of the report, the Grievant files with the President and respective Grievance Officer a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. The Grievant must state clearly and specifically on Form B the objections to the findings and/or decision of the Grievance Officer. Copies of Form B must be filed with the Grievance Officer and the President. If the Grievant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following the Grievant's receipt of the report, the right to further appeal will be forfeited, and the report shall be deemed to have been accepted by the Grievant.

In the event that no appeal is filed, the President shall give due consideration to the recommendations of the Hearing Officer/Hearing Committee and shall issue a final decision of the matter of the Grievance.

In the event that an appeal is filed, the President will have thirty (30) calendar days following date of receipt of the Grievant's notice of appeal to investigate and study the Grievant's allegations, the report of the Grievance Officer, and make a written report of the President's findings to the Grievant. Form B must be used for the report of the President's decision. Copies of the completed Form B shall be provided by the President to the Grievance Officer and the Grievant. The Grievant's copy shall be mailed to his/her home address by certified mail, return receipt requested.

With the exception of Title IX grievances covered by Alabama Community College System Policy No. 620.01, the decision of the President on a grievance appeal filed under this College grievance procedure shall be final and binding.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the Grievant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

MISSING PERSON POLICY

The purpose of this policy it to establish procedures for the College's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. For purposes of this policy, a Coastal Alabama Community College residential student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation or has been with persons who may endanger the student's welfare. It is the policy of the Coastal Alabama Community College Police Department to actively investigate any report of a missing person(s) as defined. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

I. Procedures for designation of emergency contact information
   a. Residential students age 18 and above and emancipated minors: Student will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
   b. Residential students under age 18: Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the residential student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

II. Official notification procedures for missing persons
   a. Any individual on campus who has information that a residential student may be a missing person must notify Coastal Alabama Police as soon as possible.
   b. Coastal Alabama Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last seen wearing, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, and class schedule, etc.). Appropriate Coastal Alabama staff will be notified to aid in the search for the student. If the student is determined missing, the Coastal Alabama Police will issue a Regional Welfare Alert for the missing person through the National Crime Information Center (NCIC). Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
   c. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing (e.g., witnessed abduction) person, the Coastal Alabama Community College Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.
   d. No later than 24 hours after determining that a residential student is missing, the Dean of Student Services, or designee, will notify the emergency contact (for students 18 or older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. All inquiries to Coastal Alabama Community College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Coastal Alabama Community College Campus Police immediately.

MINORS ON CAMPUS

As an institution of higher education, Coastal Alabama Community College provides educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus. Please be aware that our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors. Through the following procedures, the College seeks to create a safer environment, which is conducive to and supportive of the learning process.

Procedural Guidelines:
   1. No employee, student or visitor should bring minors not enrolled as Coastal Alabama Community College students

or participating in College sanctioned events to class or leave a minor unattended at the College.
2. Unattended minors not enrolled in classes or participating in college sanctioned events on any campus may be referred to Campus Police for assistance or to the Department of Human Resources.
3. This procedure pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities on the campuses of Coastal Alabama Community College.

INTELLECTUAL PROPERTY POLICY

The College's intellectual property policy regarding ownership of materials, copyright issues, and the use of revenue derived from the creation and production of all intellectual property is based upon Alabama Community College System Board of Trustees Policy 321.01. According to College policy, the terms of compliance are listed thusly:

Definition: An intellectual property (IP) is a trademark, copyright, or patent resulting from the creation of any instructional resource or technology. (Examples are copyrights from textbooks, literary works; patents from inventions of machines, software; and trademarked materials, such as Xerox, SlimFast, or IBM.)

Ownership: The IP created by the individual on his or her own time and without the use of College resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to the person creating the property. However, the IP created by the individual partially on his or her own time and partially on College time using College resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to Coastal Alabama Community College.

Royalties: Where a marketable IP is created, the individual may share in royalties. Coastal Alabama Community College and the individual who creates a marketable IP will be treated equally and on a fair basis with regard to any compensation supplemental to the pay of the individual where appropriate. Any financial compensation made shall be made solely from the proceeds derived from the sales of the IP and not from any other state or federal funds. The portion of any royalty received will be in direct relationship to the verifiable amount of personal time, resources, and funds that are reasonable and necessary for the creation of the product. Coastal Alabama Community College and the individual must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Community College System prior to payment of any compensation, according to Alabama Community College System Board of Trustees Policy. The compensation agreement between the College and the individual must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from, the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

COPYRIGHT, TRADEMARK, AND PATENT OWNERSHIP POLICY

This policy is in compliance with Alabama Community College System Board of Trustees Policy 321.01 – Copyright, Trademark, and Patent Ownership. According to the aforementioned policy, "an employee has the right to trademark or copyright any literary material and to patent any invention unless duties of the employment contract or program agreement charges the employee with, or includes, the duty of producing material for the College to copyright or trademark, or to develop an invention for the College to patent."

Profit earned from the creation of any invention, or literary materials that have been developed by the employee are considered to belong to the employee as long as said invention, or literary materials have been developed on the employee's own time and "College funds, materials, or facilities" have not been used. However, provided "College funds, materials, or facilities" have been used, the College is considered the owner.

ANTI-LITTER POLICY

Great efforts are made to keep Coastal Alabama's campuses beautiful and environmentally friendly. Littering is strictly prohibited on all campuses, and there is a $25 fine for violations of this policy. Help keep Coastal Alabama clean and beautiful: don't litter.

TOBACCO FREE ENVIRONMENT

Coastal Alabama Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, to support a healthy working and living environment and general health and wellness for its students, faculty, staff and visitors, it is the intent of the College to establish a clean environment on its campuses.

Effective January 1, 2017, the use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including college-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:
▪ All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
▪ Within any college-owned vehicles;
▪ All indoor and outdoor athletic venues and facilities

For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on any Coastal Alabama Community College property. The college also prohibits littering the campus with remains of any tobacco products.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Student Fines

Any Coastal Alabama Community College student found to have violated this policy shall be subject to the following fines:
- First student ticket – Warning
- Second student ticket - $25.00

A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full. Any student or faculty desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

Employee Fines

Any Coastal Alabama Community College employee found to have violated this policy shall be subject to the following fines:
- First employee ticket – Warning
- Second employee ticket - $25.00

Any employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

RESPECT AND RESPONSIBILITY

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the College share in the responsibility for adhering to and enforcing this policy. All faculty, staff, students, visitors, contractors, and other individuals on campus who are in violation should be reminded that the Coastal Alabama Community College is a tobacco-free campus and asked to comply with the policy.

PRIVACY POLICY

In order to help maintain an environment of freedom of expression and ideas for students and employees of Coastal Alabama Community College, it is the policy of Coastal Alabama Community College that, with the exceptions specified below, no oral or video conversation or other oral or video statement by any student, employee, or contractor of Coastal Alabama Community College shall be recorded by any other student, employee, or contractor of Coastal Alabama Community College upon any campus of Coastal Alabama Community College, or at any event conducted by Coastal Alabama Community College, unless the person whose statement(s) is/are being recorded gives prior consent to the recording of the statement(s). This policy shall apply to all oral statements made or received on campus, or at any event conducted by the College, whether made in person, by telephone, or otherwise, and the consent can be withdrawn at any time by the person making the statement(s), in which case any further recording is prohibited. Persons voluntarily leaving voice mail messages or other recorded messages shall be considered to have given consent for the recording of the message.

The only exceptions to the above prohibition shall be (1) the recording of public events, speeches or lectures, including classroom lectures, or (2) situations in which an authorized College investigation is being conducted by a College official with the prior consent of the President of Coastal Alabama. In such instances, permission to make such a recording shall only be upon the initiation or prior written consent of the appropriate supervisor, subject to the final written consent of the President, or upon the initiation of the President.

College employees and students shall also be expected to fully comply with all applicable statutes relating to the intercepting or recording of private conversations, such as Federal eavesdropping laws and other Federal and State statutes relating to offenses against privacy.

TECHNOLOGY SERVICES NETWORK ACCESS POLICY

The Coastal Alabama Community College Network Access Policy governs electronic communication conducted through

the Coastal Alabama Community College's structured and wireless computing and telephone services, including local area, wide area and interconnected networks, owned host systems, personal computers, laptops, printers, software, communication devices, and network resources.

Residence halls and individual instructional areas may have additional policy requirements.

Coastal Alabama Community College strives to provide high-speed access to the Internet, email, and network services for its students, faculty, staff, and community partners. Its usage is intended for individuals legitimately affiliated with Coastal Alabama Community College to facilitate the exchange of information consistent with the academic, educational, and research purposes of the institution.

The college's network/Internet provides students with a quality learning environment by promoting a flexible delivery method of instruction, innovative technology, and state-of-the-art concepts in instruction. It also contributes to a growth-oriented learning environment for employees by promoting faculty and staff professional development opportunities. Through efficient management of the college's network/Internet resources and facilities, Coastal Alabama Community College serves as a learning partner for its community and regional stakeholders. In addition, the college's technology infrastructure and resources support the college's administrative and operational processes, thereby strengthening its outreach, programs, and services.

Policy Oversight: This policy shall be governed by the policies of Coastal Alabama Community College and the laws of the state of Alabama. The Campus Network Policy is created and amended under the authority of the Technology Committee. All Technology Committee documents are submitted to and subject for review by the Executive Committee.

Failure to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

Condition of Use: Access to the Coastal Alabama Community College Network System shall be provided on an as-is basis with no guarantee of quality or availability. Network access is dependent on the availability of network bandwidth and related equipment. Instructional classes are given priority in the usage of equipment, bandwidth, and all other technology resources.

As a condition of access to the network/Internet resources, employees are assigned a User ID and password by the Technology Services Department.

Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with institutional and state policies.

Students who violate this policy are subject to disciplinary action as stated in the Student Handbook section of college catalog.

Community members who violate this policy while utilizing open campus computers and/or Wi-Fi are subject to being banned from using the college's equipment and Internet access.

Administrative Privilege: All network access using Coastal Alabama Community College time, equipment and/or resources will be administered by and coordinated through the Technology Services Department. Coastal Alabama Community College reserves the right to monitor, collect and store all electronic activity conducted on the Coastal Alabama College Network without consent or notification. Use of the Coastal Alabama Community College network or computer resources constitutes acceptance of such monitoring. The Technology Services Department reserves the right to access any user's account, electronic files, or transmissions for administrative purposes including archiving, system maintenance and repair, or as directed by the college president, designee, or employee's supervisor. The Technology Services Department also reserves the right to suspend use of an account in the event the employee's password has been compromised, the employee is in violation of this network access policy, or as directed by the college president, designee, or employee's supervisor.

<div align="center">STATEMENT OF POLICY:</div>

1. Ethical and Responsible Use of the Network/Internet
    a. Usage of the Coastal Alabama Community College Network System is on an at-will basis. Coastal Alabama Community College and the Technology Services Department will not be responsible for any damage to person or property from the use of the Coastal Alabama Community College Network System.
    b. The Coastal Alabama Network System – including email service, internet service, and college-provided equipment – is the property of the State of Alabama and is not intended for personal use. It is not acceptable to use College resources for purposes which violate any federal or state law or College Policy; are harmful or harassing to others; disrupt normal network use and service; execute for-profit commercial activities or business transactions; or constitute political campaigning.
    c. All users are accountable for use of resources in an effective, ethical, and lawful manner. Users are prohibited from accessing the Internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity. Users are discouraged from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall

within these ethical standards.
d. All users must abide by all federal and state laws with regard to information sent through the Internet. Unauthorized release or disclosure of information through the Internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college shall not be transmitted over the Internet.
e. Users are forbidden from engaging in any activity which is in violation of the Code of Alabama (1975) §§ 36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Coastal Alabama Community College administration, may be contrary to such law.

2. User Access/Password Assignment and Confidentiality
   a. Under the terms of this policy, employees of the College are given access to the Coastal Alabama Community College Network System. If network resource access (such as network attached storage or email) is required, a user ID and password will be assigned to the employee by the Technology Services Department.
   b. The username and password, including those used to access email or an instructional platform such as CANVAS, are the responsibility of the individual to whom they are assigned. Employees are responsible for network account use and password confidentiality. Use of an employee account by another employee or student is prohibited. Any individual other than the person to whom they are assigned shall not use the username and password or any other assigned authorization. Violations of this policy or any other policy through the unauthorized use of the username and password subjects the individual to whom the username and password are assigned to disciplinary action, up to and including discharge.
   c. Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.
   d. In the event Coastal Alabama Community College no longer employs an individual, it is the responsibility of the Technology Services Department to close the former employee's account.
   e. Proper identification must be used in any electronic correspondence, and valid, traceable identification provided if required by applications or servers within the Coastal Alabama Community College computing facilities.

3. Software
   a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate Technology Services Personnel.
   b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology Services Personnel.
   c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate Technology Services Personnel.

4. Copyright Issues
   a. All college network/Internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an Internet source as such action may constitute violation of copyright laws.
   b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." "Fair use" is defined as the doctrine that copyright material may be quoted verbatim, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.
   c. The college is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user.
   d. Users found guilty of copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.
   e. Congress enacted the No Electronic Theft (NET) Act in 1997. The NET Act makes it a federal crime to reproduce, distribute, or share copies of electronic copyrighted works such as songs, movies, or software programs, even if the person copying or distributing the material acts has no intention of receiving profit. Electronic copyright infringement carries a maximum penalty of up to three years in prison and a $250,000 fine.
   For more information on the NET Act, go to http://www.riaa.com/physicalpiracy.php?content_selector=piracy_online_the_law .

5. Personally Owned Computer Hardware/Software
   a. Personally owned software cannot be loaded onto a college-owned computer unless it is directly related to the job position and is approved by the appropriate Technology Services Personnel. If any approved personally-

owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.

    b.   Computer hard drives may not be installed or removed without the express written consent of authorized Technology Services Personnel.

6.   Privacy of Information

    a.   Information passing through or stored on any Coastal Alabama Community College electronic network or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Coastal Alabama Community College computers and networks to be intercepted or monitored. Electronic transactions may be subject to seizure and inspection by Coastal Alabama Community College without notice. All users should fully understand that except where protected by state or federal law, or by college policy no expectation of privacy may be assumed concerning information communicated over or stored on Coastal Alabama Community College electronic systems.

    b.   Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.

    c.   All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

7.   Computer Crimes

The Alabama Computer Crime Act, codified at Code of Alabama (1975) § 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to Federal purposes without proper authorization. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Coastal Alabama Community College Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

<div align="center">

UNACCEPTABLE USE
</div>

The following activities are prohibited on all Coastal Alabama Community College technology resources. The activities listed are for reference and are not intended to be all-inclusive.

1.   Altering system software or hardware configurations without authorization of the Coastal Alabama Community College Technology Services Department.
2.   Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3.   Using technology resources for illegal activities.
4.   Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5.   Allowing unauthorized persons to utilize an authorized user's account, user name, or password.
6.   Using technology resources for commercial or profit making purposes without written authorization from Coastal Alabama Community College.
7.   Installing, copying, distributing or using software that has not been authorized by the Coastal Alabama Community College Technology Department.
8.   Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
9.   Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Coastal Alabama Community College technology to copy and/or distribute copyrighted materials without authorization.
13. Using Coastal Alabama Community College computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of Alabama law).

<div align="center">

DISCIPLINARY ACTION
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Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws. Students who violate this policy are subject to disciplinary actions, up to and including expulsion from the college. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided institutional and state policies.

COLLEGE COMMITTEES

The faculty, staff, and students of Coastal Alabama Community College participate in the governance of the College through the committees on which they are appointed to serve. Even though full democratic participation is encouraged and expected, the College is not a pure democracy. Ultimate legal responsibility for the administration of the College rests with the College President. Consequently, all College committees are advisory in nature and all actions of the committees are subject to the review and approval of the President. Student members are nominated by the Student Services Office after consultation with the Student Government Association President. These nominees are presented to the President for his approval. During the academic year, each committee will meet on a regular schedule and on a call basis as necessary. An appointed reporter will keep minutes of the actions of the committee and distribute copies to the members of the committee, the Instructional Office and the President. Two-thirds of a committee should be present when committee recommendations are made. Committee items requiring administrative action will be communicated to the appropriate administrator, and a response will be returned to the committee indicating the action taken on the committee's recommendation. When committees are required to function during the summer semester and committee members are not under contract to the College or not in school, temporary appointments will be made as required. Ad hoc committees will be formulated and members appointed by the President as deemed necessary.

ADA Committee - This committee serves in an advisory capacity to the President to ensure institutional compliance with the Americans with Disability Act. Additionally, the ADA Committee assists the ADA Coordinator in self-evaluations and in the implementation of a plan of compliance. The ADA Committee is also responsible for preparing, publishing, and distributing policy statements and procedures, and initiating additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless those pose an undue burden or would result in a fundamental alteration of programs of the institution.

Administrative Council - This committee serves in an advisory capacity to the President and administrative staff of the College in the formulation, coordination, and implementation of College policy and procedures within the framework provided by the Alabama Community College System Board of Trustees and accreditation standards. The committee meets quarterly and provides input to the decision making process and is advisory to the President and Executive Committee.

Admissions/Academic Standards - The committee serves in an advisory capacity to the Instructional Officers in filling the specific admissions and retention functions:
- To hear appeals from students placed on academic suspension when unusual or extenuating circumstances exist
- To hear appeals from transfer students seeking admission to the College
- To recommend admissions policies
- To recommend institutional quality point-ratio requirements for students
- To review and make recommendations concerning student withdrawal policies of the College
- To review and make recommendations pertaining to institutional record keeping procedures

Recommendations originating with faculty or staff members are made to the Admissions/Academic Standards Committee. The committee then decides if the recommendation is justified. The committee may forward the recommendations regarding admissions procedures to the appropriate Dean of Student Services and all other matters to the appropriate Instructional Officer. The Instructional Officers or the Deans of Student Services decide whether to concur and then forward to the President. The President is the final institutional authority, and when he approves the recommendation, it becomes institutional policy.

Calendar Committee - This committee develops the institutional calendar according to the guidelines provided by the Alabama Community College System.

Catalog Committee - This committee reviews the catalog and provides recommendations to the Instructional Officers.

College Assembly - This committee serves as a forum for the discussion and dissemination of information regarding college actions and matters.

Community Volunteers/Outreach - This committee serves as an advisory committee in planning ways and means to involve the institution in services to the community. The committee also assists the President with public relations activities. The committee holds fund raisers to benefit the College's service area.

Courtesy Fund - This committee is made up of College employees who collect voluntarily donated funds for the purpose of benefiting fellow members and others as described in the Courtesy Fund guidelines. The Committee develops and reviews guidelines and expenditures for flowers and other related benefits.

Distance Education/Online Course Development - The committee reviews the Internet and hybrid courses and distance education opportunities for students. The committee will make recommendations concerning Internet course improvements

for student success. The committee serves as an advisory committee to provide recommendation to the Instructional Officers regarding policies and procedures for non-traditional learning activities including, but not limited to, those involving technological advances.

Diversity Council - This committee is responsible for creating and assisting in the implementation of a plan to foster a campus climate in which there is a proactive commitment to diversity as a basic value of the College. This will include coordinating awareness and training activities. In all of the initiatives, Coastal Alabama must emphasize the development of good character and must model the values of inclusion, mutual respect, and cooperation.

Enrollment Management & Retention Committee - This committee provides leadership and direction for all enrollment management functions including, but not limited to, review of recruitment materials, public relations campaigns, customer service functions, enrollment trends, and data analysis

Environmental Health and Safety - This committee assures adequate programs are provided for the protection of the health and safety of students, faculty, staff, and surrounding communities and for compliance with appropriate codes and regulations. This committee annually develops and reviews the College's disaster recovery plans.

Executive Committee - The Executive Committee plans, coordinates, and evaluates the College's programs and services and develops and approves all policies. This committee also evaluates the overall operation of the College

Honors and Awards Council - This committee is responsible for coordinating the Honors and Awards programs for Coastal Alabama. Responsibilities include, but not limited to, recruitment and selection of students for invitation into the Honors Programs, certification of participant eligibility on a continuous semester basis, administration of the Inter-Disciplinary Seminars, and all other activities associated with Honors and Awards. Council members may also serve as College advisors to honors organization.

Instructional Affairs - This committee serves in an advisory capacity to the Administration in all matters pertaining to instructional policies and procedures. This committee may handle such broad areas of academic structure such as grading systems, class attendance, student withdrawal, and course syllabi. This committee serves in an advisory capacity to the Instructional Officers and Executive Committee concerning all phases of curriculum, including course offerings, programs of study, relationships with other institutions of higher learning, and academic standards. Proposals for course changes and recommendations for the improvement and coordination of the curriculum will be handled through this committee. This committee is also responsible for participating in the annual review, evaluation, and revision of the Programs of Study and Course Description sections of the College Catalog, under the supervision of the Instructional Officers. The committee serves in an advisory capacity regarding the Learning Resources Center, to the Instructional Officers, and to the Director of Library Services. This committee serves as a communication link between the faculty, students, and the Learning Resources Center(s). The committee will study and recommend ways to improve services and utilization of the Center by faculty and staff.

Judicial Officers Committee - This committee is comprised of all appointed Judicial Officers, with the purpose of education and training. This committee will ensure that our Student Code of Conduct and that the standards of due process are adhered to in a consistent and fair manner.

Judiciary - This committee serves as an appeals committee for all student disciplinary actions. The committee makes it recommendations to the appropriate Dean of Student Services. This committee has the following functions:
- To hear charges and evidence concerning student misconduct and to take final action in all cases referred to the committee for original jurisdiction to the appropriate Dean of Student Services
- To serve as a review committee for cheating and plagiarism cases referred by faculty members through the Vice-President and/or Dean of Student Services or to hear appeals by the student from faculty actions when referred by the Vice-President and/or Dean of Student Services
- To review and make recommendations to the Vice-President and/or Dean of Student Services on student discipline policies and procedures

Lyceum - This committee plans and provides cultural activities for the College through a series of forum presentations. The President appoints the Chair.

Professional Development - This committee functions in the areas of faculty welfare, professional relations, and social activities. The committee will cooperate with the Instructional Officers to assure the professional development of faculty. The committee advises in the formulation of in-service workshops, faculty evaluations, and the improvement of teaching-learning processes of the College.

QEP Oversight Committee - This committee serves as an advisory committee to provide recommendations to the Vice-President of Institutional Advancement and Student Services and to inform the Instructional Officers regarding the formation and implementation of the QEP mandated by the Southern Association of Colleges and Schools Commission on Colleges.

Recruitment and Selection Committee - This committee reviews employee recruitment procedures of the College and makes recommendations to the President regarding the recruitment and selection of faculty and staff members. This committee seeks to continually implement progressive methods to maintain faculty and staff diversity.

Registration Committee - This committee reviews registration procedures and policies to continually make improvements in the registration process.

SACSCOC Oversight - This committee reviews and updates the College's philosophy and objectives and oversees the evaluative

process to ensure that the College is in compliance with all SACSCOC accreditation standards. In addition to ensuring the College's institutional effectiveness, this committee develops strategies to improve the accreditation process. Also, this committee is responsible for ensuring a conducive and high quality learning environment for students. Assessment of the results of the objectives and goals provides the College with information that is incorporated as part of the College's continuous planning cycle, thereby, creating a more efficient and comprehensive educational environment.

Scholarship - This committee acts as an advisory, review, and decision making body to the Financial Aid Director in the formulation of written policies, procedures, and responsibilities for the institutional administration of the College's scholarship programs. The Scholarship Committee awards all College Scholarships.

Scholars Bowl Committee - This committee is responsible for all aspects of the Scholars' Bowl events and activities for the eight county region.

Strategic Planning Committee - This committee is the long range planning entity for the College. It is responsible for developing and planning the College's ongoing one-year, three-year, and five-year strategic plan of operation. Also, the specific role of the committee is to review and update the College philosophy and objectives, to continually evaluate the College's progress toward meeting its objectives, and to assess and recommend research studies and evaluation methods to measure the achievement of the College's overall institutional effectiveness.

Sick Leave Bank - This committee approves the loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The bank shall be operated, managed, and governed by the Sick Leave Bank Committee. The committee elects the chair. The Sick Leave Bank Committee provides governance of the Sick Leave Bank according to State guidelines.

Student Affairs Council - This committee serves as an advisory body to the Vice-President and/or Dean of Student Services in the formulation and implementation of policies and procedures relating to all student affairs. It is responsible for the maintenance of high standards of quality and may make recommendations to appropriate administrative personnel in pursuance of these standards. In the area of student activities, the Student Affairs Committee functions in an advisory capacity to the SGA, reviews and approves plans for student-sponsored activities, and otherwise evaluates and recommends ways to enrich and improve student life at the College. This committee also assists in the review and revision of the Student Handbook in cooperation with the Vice-President and Deans of Student Services. The committee shall also promote, advise, regulate, evaluate, and make recommendations to the President concerning any activities of the Coastal Alabama Intercollegiate Athletic Program. The committee serves in an advisory capacity in the operation of the food services; it acts as a connecting link between the students and the coordinator of food services to ensure a concerted effort to provide the best service possible. The committee is also responsible for designing the new student orientation experience on all campuses. This experience is designed to give each student a head start in obtaining information about the programs and services at the College. During these sessions, students will have the opportunity to meet other new students who will be starting classes the same semester.

Technology/Software Planning Committee - This committee is charged with the responsibility of overseeing and administering all accepted policies and procedures concerning the access and use of the Coastal Alabama Internet connection for faculty, staff, students, and administration. The committee will make recommendations concerning changes in current policies and procedures and recommend any new applicable policies and procedures to the President.

Thomas E. McMillan Museum Advisory Committee - This committee coordinates activities between the Brewton Campus of Coastal Alabama and the Thomas E. McMillan Museum to meet the purpose and needs of both.

PROGRAMS OF STUDY

Coastal Alabama regularly reviews and updates programs of study based on industry needs and input. While employment is not guaranteed, students receive and education to prepare them for the workforce. Additionally, transfer programs are in line with State articulation requirements. The information presented in this Catalog is accurate, current and is not falsely presented.

UNIVERSITY PARALLEL PROGRAMS

Transfer programs leading to the Baccalaureate Degree are offered in the following areas:

Agricultural Business & Economics
Art
Biological Science
Bio-Med Sciences
Business Administration
Computer Management Information Science
Computer Science
Criminal Justice
Education (Early Childhood and Elementary)
Engineering
English
Environmental Science
Forestry

General Studies
Health, Physical Education, and Recreation
Health Sciences
Liberal Arts
Mathematics
Music
Secondary Education
Social Science
Surveying and Geomatics

The programs of study listed in both the Associate in Arts and the Associate in Science sections of the catalog are curriculum guides designed to aid the student in completing the freshman and sophomore level requirements in the designated field. The State of Alabama, by legislative mandate, has an articulation agreement among two-year and four-year public colleges and universities that guarantees half of the hours required in any bachelor-level degree may be earned at Coastal Alabama Community College as long as the courses taken are in the approved program template. Program templates are developed and approved by the State Articulation and Transfer Committee and are available via the Committee's internet-based transfer guide called **STARS.**

To access the approved program templates, go to www.CoastalAlabama.edu, scroll over "Students" and click "STARS" and search for your major by name.

The major curriculum guides listed in the Associate in Arts and Associate in Science sections of Coastal Alabama Community College's catalog were in compliance with the STARS templates at the time of publication. IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH THE REQUIREMENTS OF THE TRANSFER INSTITUTION.

Students should consult the catalog of the transfer institution and work with their assigned advisor at Coastal Alabama Community College to select courses prior to registration for each term. Variations between the program of study required by the transfer institution and the requirements of Coastal Alabama Community College may be resolved through conferences with the student's academic advisor and with the approval of the appropriate supervisor in the Instructional Office. Students must initiate resolution of variations between programs of study and should start first with their assigned academic advisor. To ensure compliance with graduation requirements, during the third term of a four-term program and prior to early registration for the fourth term, Coastal Alabama Community College students should apply for graduation in the Registrar's Office. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term. Students must pay all fees owed prior to graduation. Students should contact the Registrar's Office for further details.

DEGREE PLAN

To assist students in monitoring completion of their major, each student can print a copy of his/her Degree Plan as the first step in Coastal Alabama's registration process. The Degree Plan lists each course that is required in the student's declared major, the courses that have been completed by the student, and the courses that the student needs to take. The Degree Plan also lists other information, such as elective courses taken, courses registered for but not successfully completed, placement test scores, and GPA data, that will assist Coastal Alabama students in monitoring their degree completion.

PRE-PROFESSIONAL PROGRAMS

Students who are preparing for careers in the professions have opportunities at Coastal Alabama Community College. The College offers small classes with individual attention, special pre-professional academic advisors, modern, well-equipped laboratory facilities, and an exceptionally trained and caring faculty dedicated to providing the best pre-professional education available anywhere. Admission to most professional schools is highly competitive, thus it is recommended that students choose and plan an undergraduate program with attention to alternative career goals.

ARTICULATED (2+2) AGREEMENTS WITH UNIVERSITIES

Students graduating from Coastal Alabama Community College with an AA, AS, AAS or related course work in listed areas may transfer designated courses and continue their education to complete a Bachelor's Degree. The 2+2 program is designed to assist Coastal Alabama Community College graduates with program options that provide credit equivalency in mutually agreed upon curriculums:

UNIVERSITY OF ALABAMA
Hospitality Management
Culinary Arts
Pastry Arts
Event Planning

TROY UNIVERSITY
Surveying and Geomatics

AUBURN UNIVERSITY
Hospitality Management
Culinary Arts
Pastry Arts
Event Planning

UNIVERSITY OF SOUTH ALABAMA
Hospitality Management
Culinary Arts
Pastry Arts
Event Planning

HUNTINGDON COLLEGE
Business Administration
Criminal Justice

For a full list of 2+2 programs, go to www.CoastalAlabama.edu.

Statewide Articulation & Reporting System (STARS)
AREAS I - IV: Recognized AcademicTransfer Courses/Electives

AREA I: Written Composition   (6 SH)
ENG 101............ Written Composition I ....3 SH
ENG 102............ Written Composition II ....3 SH

AREA II: Humanities and Fine Arts   (12 SH)
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):
ENG 251............ American Literature I ....3 SH
ENG 252............ American Literature II ....3 SH
ENG 261............ English Literature I ....3 SH
ENG 262............ English Literature II ....3 SH
ENG 271............ World Literature I ....3 SH
ENG 272............ World Literature II ....3 SH

Students must complete a 3 SH course in the ARTS: Please see program of study.
ART 100 .... Art Appreciation ....3 SH
ART 203 .... Art History ....3 SH
ART 204 .... Art History II ....3 SH
MUS 101............ Music Appreciation I ....3 SH
THR 120 .... Theatre Appreciation ....3 SH
THR 126 .... Introduction to Theatre....................................3 SH

Any remaining hours in AREA II should be chosen from the approved list below: Please see program of study. Some of these may be used as Humanities Electives.
*HUM 299.......... PTK Honors Course..3 SH
HUM 299-01..... PTK Honors Course I ....1 SH
HUM 299-02..... PTK Honors Course II ....1 SH
HUM 299-03..... PTK Honors Course III ....1 SH
IDS 115 .... Forum ....1 SH
PHL 106 .... Introduction to Philosophy ....3 SH
PHL 206 .... Ethics and Society..3 SH
REL 100............. World Religion ....3 SH
REL 151............. Survey of Old Testament ....3 SH
REL 152............. Survey of New Testament................................3 SH
SPA 101 .... Introductory Spanish I......................................4 SH
SPH 102............. Introductory Spanish II ....4 SH
SPH 107............. Fundamentals of Public Speaking..................3 SH
*Students may take this 3 SH PTK Honors course OR the three 1 SH Honors course but NOT both.

AREA III: Natural Sciences and Mathematics   (11 SH)
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):
BIO 101.............. Introduction to Biology I ....4 SH
BIO 102.............. Introduction to Biology II ....4 SH
BIO 103.............. Principles of Biology I.......................................4 SH
BIO 104.............. Principles of Biology II......................................4 SH
CHM 104........... Introduction to General Chemistry. ....4 SH
CHM 105........... Introduction to Organic Chemistry.................4 SH
CHM 111........... College Chemistry I..4 SH
CHM 112........... College Chemistry II...4 SH
PHS 111............. Physical Science I. ....4 SH
PHS 112............. Physical Science II. ....4 SH
PHY 201............. General Physics I..4 SH
PHY 202............. General Physics II...4 SH
PHY 213............. General Physics w/Calculus I. ....4 SH
PHY 214............. General Physics w/Calculus II. ....4 SH

Select 3 SH from the following courses: Please see program of study.
MTH 110. .... Finite Mathematics. ....3 SH
MTH 112. .... Precalculus Algebra...3 SH
MTH 113. .... Precalculus Trigonometry...............................3 SH
MTH 115. .... Precalculus Algebra & Trigonometry.............4 SH
MTH 120. .... Calculus and Its Applications.........................3 SH
MTH 125. .... Calculus I..4 SH
MTH 126. .... Calculus II...4 SH
MTH 227. .... Calculus III...4 SH
MTH 237. .... Linear Algebra..3 SH
MTH 238. .... Applied Differential Equations I. ....3 SH

AREA IV: History, Social, and Behavioral Sciences (12 SH)
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):
HIS 101. .... History of Western Civilization I....................3 SH
HIS 102. .... History of Western Civilization II. ....3 SH
HIS 121. .... World History I..3 SH
HIS 122. .... World History II...3 SH
HIS 201. .... U.S. History I...3 SH
HIS 202. .... U.S. History II. ....3 SH

The remaining hours in AREA IV should be chosen from the following courses: Please see program of study.
ANT 200............ Introduction to Anthropology..........................3 SH
ECO 231............ Principles of Macroeconomics.......................3 SH
ECO 232............ Principles of Microeconomics. ....3 SH
GEO 100............ World Regional Geography..............................3 SH
POL 200. .... Introduction to Political Science. ....3 SH
POL 211. .... American National Government.....................3 SH
PSY 200. .... General Psychology. ....3 SH
PSY 210. .... Human Growth & Development.....................3 SH
SOC 200............ Introduction to Sociology...............................3 SH
SOC 210............ Social Problems...3 SH

AREA V: Pre-Professional/Major Electives: (21-23 SH)
The courses taken in this AREA are specific to a student's major. Students should consult their program of study and the requirements of the institution to which they plan to transfer.

ASSOCIATE IN ARTS DEGREES

Coastal Alabama regularly reviews and updates programs of study based on industry needs and input. While employment is not guaranteed, students receive and education to prepare them for the workforce. Additionally, transfer programs are in line with State articulation requirements. The information presented in this Catalog is accurate, current and is not falsely presented.

▪ Liberal Arts ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is a generic guide for students who plan to transfer and earn a bachelor in arts degree but have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. This program is also designed to give students who plan to terminate their college education at the end of two years a strong background in the arts and sciences.

AREA I..................................**WRITTEN COMPOSITION** ....**6 SH**

ENG 101...........................English Composition I. 3
ENG 102...........................English Composition II 3

AREA II.................................**HUMANITIES AND FINE ARTS** ....**12 SH**

ART 100 or MUS 101...............Art Appreciation or Music Appreciation...................................3
ENG 271 & ENG 272...................World Literature I & World Literature II or..........................6
ENG 261 & ENG 262..................English Literature I & English Literature II or
ENG 251 & ENG 252...................American Literature I & American Literature II
SPH 107 ....Fundamentals of Public Speaking 3

AREA III. ....**NATURAL SCIENCES AND MATHEMATICS**...............................**11 SH**

MTH 110 or more advanced** . Finite Mathematics or more advanced 3

Choose one of the following sequences:..8
BIO 101 & BIO 102......................Introduction to Biology I & Introduction to Biology II or
BIO 103 & BIO 104......................Principles of Biology I & Principles of Biology II or
CHM 104 & CHM 105.................Introduction to Inorganic & Introduction to Organic Chemistry or
CHM 111 & CHM 112................College Chemistry I & College Chemistry II or
PHS 111 & PHS 112. ....Physical Science I & Physical Science II or
PHY 201 & PHY 202...................General Physics I-Trig Based & General Physics II-Trig Based

AREA IV................................**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**........................**12 SH**

HIS 101 & HIS 102 ....Western Civilization I & Western Civilization II or..........................6
HIS 121 & HIS 122 ....World History I & World History II or
HIS 201 & HIS 202 ......................U.S. History I & U.S. History II

Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC...6

AREA V. ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**...........................**22 SH**

ORI 101...........................Orientation to College 1
CIS Elective*.................................Computer Science Elective 3
Electives*.....................................General Electives 16
PED ....Physical Education Activity Elective 2

Total Hours..**63 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH116, MTH231, MTH232 do not meet this requirement.

▪ Art ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This transferable program offers the opportunity to broaden one's experience and interest in the visual arts. The curriculum is designed for students who plan to complete a four year program in preparation for a professional career in the fine arts, commerical art or art education.

AREA I.................................WRITTEN COMPOSITION...**6 SH**
ENG 101.............................English Composition 3
ENG 102.............................English Composition II 3

AREA II................................**HUMANITIES AND FINE ARTS** ....**12 SH**
ART100 ....Art Appreciation 3
ENG 271 or ENG 272.................World Literature I or World Literature II or 3
ENG 261 or ENG 262..................English Literature I or English Literature II or
ENG 251 or ENG 252..................American Literature I or American Literature II
SPH 107..............................Fundamentals of Public Speaking 3
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the literature sequence is not chosen, then a students must choose 3 SH of a Humanities Elective.
Humanities Elective...................ART, MUS, REL, PHL, or THR...........................3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS**....................**11 SH**
MTH 110 or more advanced** . Finite Mathematics 3
Choose one of the following sequences:..8
BIO 101 & BIO 102 or................Introduction to Biology I & Introduction to Biology II or
BIO 103 & BIO 104 or................Principles of Biology I & Principles of Biology II or
CHM 104 & CHM 105................Introduction to Inorganic & Introduction to Organic Chemistry or
CHM 111 & CHM 112 or...........College Chemistry I & College Chemistry II or
PHS 111 & PHS 112 or..............Physical Science I & Physical Science II or
PHY 201 & PHY 202...................General Physics with Trig I & General Physics with Trig II

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**...............**12 SH**
HIS 101 or HIS 102....................Western Civilization I or Western Civilization II or................3
HIS 121 or HIS 122 ....World History I or World History II or
HIS 201 or HIS 202 ...................U.S. History I or U.S. History II
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):
If the history sequence is not chosen, then the students must choose 9 SH of Social Science Electives.
Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC...........................9

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**.................**20 SH**
ORI 101...............................Orientation to College 1
ART 113 ....Drawing I 3
ART 114 ....Drawing II 3
ART 121 ....Two Dimensional Composition I.................................3
ART 233 ....Painting I 3
CIS 146...............................Microcomputer Applications 3
Electives*............................General Electives 3
PED ....Physical Education Activity Electives........................1

Total Hours ....**61 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.
**MTH116, MTH 231, MTH 232 do not meet this requirement.

▪ Computer Management Information Science ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for students planning to transfer to a four-year institution and major in Computer Management Information Science. Commercial programming courses are recommended for business and accounting majors.

AREA I ....**WRITTEN COMPOSITION**...**6 SH**
ENG 101...............................English Composition I. 3
ENG 102...............................English Composition II 3

AREA II.......................................**HUMANITIES AND FINE ARTS**...**12 SH**
Fine Arts Elective........................ART 100, MUS 101, or THR 120 3
SPH 107.................................Fundamentals of Public Speaking 3

ENG 271 or ENG 272.................World Literature I or World Literature II or. 3
ENG 261 or ENG 262.................English Literature I or English Literature II or
ENG 251 or ENG 252..................American Literature I or American Literature II
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the literature sequence is not chosen, the a student must choose 3 SH of a Humanities Elective.
Humanities Elective...................ART, MUS, THR, PHL, REL, or SPA..3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS**.......................................**11 SH**
MTH 110 or more advanced**. Finite Mathematics 3

Choose one of the following sequences:...8
BIO 101 & BIO 102.......................Introduction to Biology I & Introduction to Biology II or
BIO 103 & BIO 104.......................Principles of Biology I & Principles of Biology II or
CHM 104 & CHM 105. ....Introduction to Inorganic & Introduction to Organic Chemistry or
CHM 111 & CHM 112................College Chemistry I & College Chemistry II or
PHS 111 & PHS 112 ....Physical Science I & Physical Science II or
PHY 201 & PHY 202...................General Physics with Trig I & General Physics with Trig II

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**................................**12 SH**
HIS 101 or HIS 102....................Western Civilization I or Western Civilization II or 3
HIS 121 or HIS 122 ....World History I or World History II or
HIS 201 or HIS 202 ...................U.S. History I or U.S. History II

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the history sequence is not chosen, then a student must choose 6 SH of Social Sciences Electives.
Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC...9

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**.........................**23 SH**
CIS 191..................................Intro to Computer Science I..3
BUS 271 & BUS 272 ....Business Statistics I & Business Statistics II...6
BUS 241 & BUS 242 ....Principles of Accounting I & Principles of Accounting II......................6
MTH 125 ....Calculus I 4
Electives*..................................General Electives 3
ORI 101.................................Orientation to College 1

Total Hours...**64 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH116, MTH231, MTH232 do not meet this requirement.

▪ Criminal Justice ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for those employed or planning to be employed in the criminal justice or law enforcement profession. The curriculum includes academic courses essential to the well-rounded criminal justice officer, as well as specialized courses in law enforcement and corrections.

AREA I	**WRITTEN COMPOSITION**	**6 SH**
ENG 101	English Composition I.	3
ENG 102	English Composition II	3

AREA II	**HUMANITIES AND FINE ARTS**	**12 SH**
Fine Arts Elective	ART 100, MUS 101, or THR 120	3
SPH 107	Fundamentals of Public Speaking	3
ENG 271 or ENG 272	World Literature I or World Literature II or.	3
ENG 261 or ENG 262.	English Literature I or English Literature II or	
ENG 251 or ENG 252	American Literature I or American Literature II	

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the literature sequence is not chosen, the a student must choose 3 SH of a Humanities Elective.

Humanities Elective.	ART, MUS, THR, PHL, REL, or SPA	3

AREA III	**NATURAL SCIENCES AND MATHEMATICS**.	**11 SH**
MTH 110 or more advanced** . Finite Mathematics		3
Choose of the following sequences:		8
BIO 101 & BIO 102	Introduction to Biology I & Introduction to Biology II or	
BIO 103 & BIO 104	Principles of Biology I & Principles of Biology II or	
CHM 104 & CHM 105.	Introduction to Inorganic & Introduction to Organic Chemistry or	
CHM 111 & CHM 112	College Chemistry I & College Chemistry II or	
PHS 111 & PHS 112	Physical Science I & Physical Science II or	
PHY 201 & PHY 202	General Physics with Trig I & General Physics with Trig II	

AREA IV	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**	**12 SH**
HIS 101 or HIS 102	Western Civilization I or Western Civilization II or	3
HIS 121 or HIS 122	World History I or World History II or	
HIS 201 or HIS 202	U.S. History I or U.S. History II	

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the history sequence is not chosen, then a student must choose 6 SH of Social Sciences Electives.

Social Sciences Electives	ANT, ECO, GEO, POL, PSY, or SOC	9

AREA V	**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**	**23 SH**
ORI 101	Orientation to College	1
CIS 146	Microcomputer Applications	3
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 150	Introduction to Corrections	3
CRJ 160	Introduction to Security	3
CRJ 208	Introduction to Criminology	3
CRJ 209	Juvenile Delinquency	3
PED	Physical Education Activity Electives	1

Total Hours		**64 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH116, MTH231, MTH232 do not meet this requirement.

▪ English ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This English program is designed for those students who intend to transfer to a four-year college to complete a baccalaureate degree in English.

AREA I ....**WRITTEN COMPOSITION.** .... **6 SH**

ENG 101............................English Composition I. 3
ENG 102............................English Composition II 3

AREA II ....**HUMANITIES AND FINE ARTS.** .... **12 SH**

Fine Arts Elective........................ART 100, MUS 101 or THR 120 3
SPH 107...........................Fundamentals of Public Speaking 3
ENG 271 & ENG 272...................World Literature I & II or. 6
ENG 261 & ENG 262..................English Literature I & II or
ENG 251 & ENG 252...................American Literature I & II

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

MTH 110 or more advanced** . Finite Mathematics or more advanced...3

Choose one of the following sequences:..8
BIO 101 & BIO 102.......................Introduction to Biology I & Introduction to Biology II or
BIO 103 & BIO 104.......................Principles of Biology I & Principles of Biology II or
CHM 104 & CHM 105.................Introduction to Inorganic & Introduction to Organic Chemistry or
CHM 111 & CHM 112................College Chemistry I & College Chemistry II or
PHS 111 & PHS 112 ....Physical Science I & Physical Science II or
PHY 201 & PHY 202...................General Physics with Trig I & General Physics with Trig II

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES.** .... **12 SH**

HIS 101 or HIS 102......................Western Civilization I or Western Civilization II or 3
HIS 121 or HIS 122 ....World History I or World History II or
HIS 201 or HIS 202 ....................U.S. History I or U.S. History II

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the history sequence is not chosen, then a student must choose 6 SH of Social Sciences Electives.
Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC..9

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES.** .... **19 SH**

ORI 101..Orientation to College 1
CIS 146............................Microcomputer Applications...3
ENG 271 & ENG 272 ....World Literature I & World Literature II or. 6
ENG 261 & ENG 262..................English Literature I & English Literature II or
ENG 251 & ENG 252...................American Literature I & American Literature II
SPA 101 & 102..........................Introductory Spanish I & II or Foreign Language Sequence 8
PED ....Physical Education Activity Electives...1

Total Hours .... **60 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH116, MTH231, MTH232 do not meet this requirement.

▪ Music ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The increased interest in the arts in this country has created expanding opportunities for people who wish to make music their profession. The music department endeavors to meet the needs of these people by offering the Associate in Arts Degree in Music. It is considered advisable that the entering student be able to demonstrate reasonable proficiency on an orchestral instrument, piano, or in voice. Any music major (piano, instrumental, vocal) is required to perform on a jury exam and recital each semester.

AREA I ....**WRITTEN COMPOSITION.** .... **6 SH**
ENG 101.............................English Composition I. 3
ENG102...............................English Composition II 3

AREA II ....**HUMANITIES AND FINE ARTS.** .... **12 SH**
MUS 101.............................Music Appreciation..3
ENG 271 or ENG 272.................World Literature I or World Literature II or 3
ENG 261 or ENG 262.................English Literature I or English Literature II or
ENG 251 or ENG 252.................American Literature I or American Literature II
SPH 107.............................Fundamentals of Public Speaking 3
Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the literature sequence is not chosen, then a student must choose 3 SH of a Humanities Elective.
Humanities Elective...................ART, MUS, THR, PHL, REL, or SPA..3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS.** .... **11 SH**
MTH 110 or more advanced*...Finite Mathematics 3
Choose one of the following sequences:...8
BIO 101 & BIO 102.....................Introduction to Biology I & Introduction to Biology II or
BIO 103 & BIO 104.....................Principles of Biology I & Principles of Biology II or
CHM 104 & CHM 105.................Introduction to Inorganic & Introduction to Organic Chemistry or
CHM 111 & CHM 112.................College Chemistry I & College Chemistry II or
PHS 111 & PHS 112 ....Physical Science I & Physical Science II or
PHY 201 & PHY 202....................General Physics with Trig I & General Physics with Trig II

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES.** .... **12 SH**
HIS 101 or HIS 102.....................Western Civilization I or Western Civilization II or 3
HIS 121 or HIS 122 ....World History I or World History II or
HIS 201 or HIS 202 ....................U.S. History I or U.S. History II

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the history sequence is not chosen, then a student must choose 9 SH of Social Science Electives.
Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC..9

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES.** .... **23 SH**
ORI 101.............................Orientation to College 1
CIS 146.............................Microcomputer Applications...3
MUS 100.............................Convocation...2
MUL 101 ....Class Piano..1
MUL**.................................Music Ensembles...4
MUP***...............................Private Lessons I, II, III, IV..4
MUS 111 & 112.....................Music Theory I & II 6
MUS 113 & 114.........................Music Theory Lab I & II 2

Total Hours .... **64 SH**

*MTH 116, MTH 231, MTH 232, MTH 265 do not meet this requirement
**Must include ensembles numbered MUL 180 or above
*** Must include a complete sequence on a single instrument or voice

▪ Social Science ▪
Associate in Arts Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The purpose of this program is to prepare a students for the successful completion of a four-year degree in any of the social sciences. The College offers a variety of courses to acquaint the student with the different areas of the social sciences.

AREA I.................................. **WRITTEN COMPOSITION**...**6 SH**

ENG 101	English Composition I.	3
ENG 102	English Composition II	3

AREA II................................. **HUMANITIES AND FINE ARTS**...**12 SH**

Fine Arts Elective	ART 100, MUS 101, THR 120, or THR 126	3
SPH 107	Fundamentals of Public Speaking	3
ENG 271 or ENG 272	World Literature I or World Literature II or.	3
ENG 261 or ENG 262.	English Literature I or English Literature II or	
ENG 251 or ENG 252	American Literature I or American Literature II	
Humanities Elective	ART, MUS, REL, PHL, or THR	3

AREA III............................... **NATURAL SCIENCES AND MATHEMATICS**....................................**11 SH**

MTH 112	Pre-Calculus Algebra	3

Choose two of the following science courses:

BIO 101	Introduction to Biology I or	4
BIO 103	Principles of Biology I	
PHS 111	Physical Science I or	4
PHS 112	Physical Science II	

AREA IV............................... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**...........................**12 SH**

HIS 101 or HIS 102	Western Civilization I or Western Civilization II or	6
HIS 121 or HIS 122	World History I or World History II	
HIS 201 or HIS 202	U.S. History I or U.S. History II	
Social Sciences Electives	ANT, ECO, GEO, POL, PSY, or SOC	6

AREA V................................ **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**................**19 SH**

ORI 101	Orientation to College	1
CIS 146	Microcomputer Applications	3
HIS 201 & HIS 202	U.S. History I & U.S. History II	3
PED 100	Fundamentals of Fitness	3
SOC 200	Introduction to Sociology	3
POL 211	American National Government	3
ECO 231	Macroeconomics	3

Total Hours...**60 SH**

*Once a major has been selected, students should consult their transfer institution or the Statewide Articulation Committee's INTERNET based transfer system STARS for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH 116, MTH 231, MTH 232, MTH 265 do not meet this requirement.

ASSOCIATE IN SCIENCE DEGREES

Coastal Alabama regularly reviews and updates programs of study based on industry needs and input. While employment is not guaranteed, students receive and education to prepare them for the workforce. Additionally, transfer programs are in line with State articulation requirements. The information presented in this Catalog is accurate, current and is not falsely presented.

▪ General Studies ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is a generic guide for students who plan to transfer and earn a Bachelor in Science degree, but who have not selected a specific area of concentration. It includes the courses most common in the freshman and sophomore years of study. This program is also designed to give students who plan to terminate their college education at the end of two years a strong background in the arts and sciences.

AREA I .... **WRITTEN COMPOSITION.** .... **6 SH**

ENG 101	English Composition I.	3
ENG 102	English Composition II	3

AREA II .... **HUMANITIES AND FINE ARTS.** .... **12 SH**

Fine Arts Elective	ART 100, MUS 101, THR 120, or THR 126	3
ENG 271 & ENG 272	World Literature I & World Literature II or	6
ENG 261 & ENG 262	English Literature I & English Literature II or	
ENG 251 & ENG 252	American Literature I & American Literature II	
SPH 107	Fundamentals of Public Speaking	3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **11-12 SH**

MTH 112 or more advanced**	Pre-Calculus Algebra	3-4

Choose one of the following sequences: 8

BIO 101 & BIO 102	Introduction to Biology I & Introduction to Biology II or	
BIO 103 & BIO 104	Principles of Biology I & Principles of Biology II, or	
CHM 104 & CHM 105.	Introduction to Inorganic Chemistry & Introduction to Organic Chemistry, or	
CHM 111 & CHM 112	College Chemistry I & College Chemistry II***, or	
PHS 111 & PHS 112.	Physical Science I & Physical Science II, or	
PHY 201 & PHY 202	General Physics I-Trig Based & General Physics II-Trig Based***	

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES.** .... **12 SH**

HIS 101 & HIS 102	Western Civilization I & Western Civilization II or.	6
HIS 121 & HIS 122	World History I & World History II or	
HIS 201 & HIS 202	U.S. History I & U.S. History II	

Choose two of the following courses: 6

ANT 200	Introduction to Anthropology	
ECO 231	Principles of Macroeconomics	
ECO 232	Principles of Microeconomics	
GEO 100	World Regional Geography	
POL 211	American National Government	
PSY 200	General Psychology	
SOC 200	Introduction to Sociology	

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES.** .... **22 SH**

ORI 101	Orientation to College	1
CIS Elective*	Computer Science Elective	3
Electives*	General Electives	16
PED	Physical Education Activity Electives	2

Total Hours .... **63 -64SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH 116, MTH 231, MTH 232, MTH 265 do not meet this requirement.

▪ Agricultural Business and Economics ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate in Science degree in Agricultural Business and Economics is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in an agricultural field. This guide is based on the requirements needed to pursue this degree at Auburn University.

AREA I..**WRITTEN COMPOSITION**..**6 SH**

ENG 101	English Composition I.	3
ENG 102	English Composition II	3

AREA II...**HUMANITIES AND FINE ARTS** ....**12 SH**

Fine Arts Elective	ART 100, MUS 101, THR 120, or THR 126	3
SPH 107	Fundamentals of Public Speaking	3

Choose of the following literature sequences:..6
ENG 271 & ENG 272.................World Literature I and World Literature II, or
ENG 261 & ENG 262.................English Literature I and English Literature II, or
ENG 251 & ENG 252.................American Literature I and American Literature II

AREA III..**NATURAL SCIENCES AND MATHEMATICS**...............................**11 SH**

MTH 120	Calculus and Its Applications	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4

AREA IV...**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**.....................**12 SH**

Choose one of the following history sequences:...6
HIS 101 & HIS 102 ....Western Civilization I & Western Civilization II or
HIS 121 & HIS 122 ....World History I & World History II or
HIS 201 & HIS 202 .....................U.S. History I & U.S. History II

The remaining 6 SH are selected from the following two courses:
SOC 200....................................Introduction to Sociology 3
ECO 232....................................Principles of Microeconomics 3

AREA V..**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**..............**20 SH**

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
PED	Physical Education Activity Elective	1
ORI 101	Orientation to College	1

Total Hours...**61 SH**
Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

▪ Biological Science ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This is a two-year curriculum designed for those students who plan to complete a four-year program in preparation for a professional career in the biological sciences. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

AREA I ....**WRITTEN COMPOSITION.** .... **6 SH**

ENG 101................................English Composition I. 3
ENG 102................................English Composition II 3

AREA II ....**HUMANITIES AND FINE ARTS.**... **12 SH**

Fine Arts Elective........................ART 100, MUS 101, THR 120, or THR 126...3
SPH 107................................Fundamentals of Public Speaking 3

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the literature sequence is not chosen, the student must choose 3 SH of a Humanities Elective.
ENG 271 & ENG 272...................World Literature I & World Literature II, or 3
ENG 261 & ENG 262...................English Literature I & English Literature II, or

ENG 251 & ENG 252...................American Literature I & American Literature II

Humanities Elective...................ART, MUS, THR, PHL, REL, or SPA...3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS.** .... **11 SH**

MTH 112 or more advanced** .Pre-Calculus Algebra or more advanced..3
BIO 103 ....Principles of Biology I...4
BIO 104 ....Principles of Biology II..4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES.** .... **12 SH**

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):
If the history sequence is not chosen, then the students must choose 9 SH of Social Science Electives.
HIS 101 or HIS 102...................Western Civilization I or Western Civilization II or.................................3
HIS 121 or HIS 122 ....World History I or World History II or
HIS 201 or HIS 202 ...................U.S. History I or U.S. History II

Social Science Electives...........ANT, ECO, GEO, POL, PSY, or SOC...9

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES.** .... **23 SH**

ORI 101................................Orientation to College 1
CIS 146................................Microcomputer Applications..3
CHM 111................................College Chemistry I..4
CHM 112................................College Chemistry II...4
MTH 265 ....Elementary Statistics...3
MTH 125 ....Calculus I...4
PHY 201................................General Physics I w/ Trig..4

Total Hours..**64 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

**MTH 116, MTH 231, MTH 232 do not meet this requirement.

▪ Business Administration ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed to give the student a basic foundation of course work needed to transfer to a four-year college or university to work toward a baccalaureate degree in either a specialized or general business administration curriculum.

AREA I .... **WRITTEN COMPOSITION** ....**6 SH**

ENG 101 .... English Composition I. 3
ENG 102 .... English Composition II 3

AREA II .... **HUMANITIES AND FINE ARTS** ....**12 SH**

Fine Arts Elective .... ART 100, MUS 101, THR 120, or THR 126 3
SPH 107 .... Fundamentals of Public Speaking 3

Choose one of the following literature sequences: 6
ENG 271 & ENG 272 .... World Literature I & World Literature II, or
ENG 261 & ENG 262 .... English Literature I & English Literature II, or
ENG 251 & ENG 252 .... American Literature I & American Literature II

AREA II .... **NATURAL SCIENCES AND MATHEMATICS** ....**11 SH**

MTH 112 .... Pre-Calculus Algebra 3

Choose one of the following science sequences: 8
BIO 101 & BIO 102 .... Introduction to Biology I & Introduction to Biology II, or
BIO 103 & BIO 104 .... Principles of Biology I & Principles of Biology II, or
CHM 104 & CHM 105 .... Introduction to Inorganic Chemistry &Introduction to Organic Chemistry, or
CHM 111 & CHM 112 .... College Chemistry I & College Chemistry II, or
PHS 111 & PHS 112 .... Physical Science I & Physical Science II, or
PHY 201 & PHY 202 .... General Physics with Trig I & General Physics with Trig II

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** ....**12 SH**

ECO 231 .... Principles of Macroeconomics 3
ECO 232 .... Principles of Microeconomics 3

HIS 101 or HIS 102 .... Western Civilization I or Western Civilization II, or. 3
HIS 121 or HIS 122 .... World History I or World History II, or
HIS 201 or HIS 202 .... U.S. History I or U.S. History II

Student may select 6 SH in a history sequence or choose the remaining 3 SH from Social Science Electives.

Social Sciences Electives .... ANT, GEO, POL, PSY, or SOC 3
AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** ....**22-23 SH**

ORI 101 .... Orientation to College 1
BUS 241 & BUS 242 .... Principles of Accounting I & Principles of Accounting II 6
BUS 263 .... Legal and Social Environment of Business 3
BUS 271 & BUS 272 .... Business Statistics I & Business Statistics II 6
CIS 146 or CIS 147 .... Microcomputer Applications or Advanced Microcomputer Applications 3
MTH 120 or MTH 125 .... Calculus and Its Applications or Calculus I 3-4

Total Hours ....**63-64 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

▪ Computer Science ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for students planning to transfer to a four-year institution and major in Computer Science.

AREA I ....**WRITTEN COMPOSITION** .... **6 SH**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

AREA II ....**HUMANITIES AND FINE ARTS** .... **12 SH**

Fine Arts Elective	ART 100, MUS 101, THR 120, or THR 126	3
SPH 107	Fundamentals of Public Speaking	3

Choose one of the following literature sequences: 6
ENG 271 & ENG 272 .... World Literature I & World Literature II, or
ENG 261 & ENG 262 .... English Literature I & English Literature II, or
ENG 251 & ENG 252 .... American Literature I & American Literature II

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

MTH 112	Pre-Calculus Algebra	3

Choose one of the following sequences: 8
BIO 101 & BIO 102 .... Introduction to Biology I & Introduction to Biology II, or
BIO 103 & BIO 104 .... Principles of Biology I & Principles of Biology II, or
CHM 111 & CHM 112 .... College Chemistry I & College Chemistry II, or
PHS 111 & PHS 112 .... Physical Science I & Physical Science II, or
PHY 201 & PHY 202 .... General Physics with Trig I & General Physics with Trig II

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

HIS 101 & HIS 102	Western Civilization I & Western Civilization II, or	6
HIS 121 & HIS 122	World History I & World History II, or	
HIS 201 & HIS 202	U.S. History I or U.S. History II	
Social Sciences Electives	ANT, ECO, GEO, POL, PSY, or SOC	6

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **21 SH**

ORI 101	Orientation to College	1
MTH 113	Precalculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4

Choose one of the following sequences: 6
CIS 212 & CIS 213 .... Visual Basic Programming and Advanced Basic Programming
CIS 251 & CIS 252 .... C++ Programming and Advanced C++ Programming

Electives*	General Electives	3

Total Hours .... **62 SH**

Students should consult their transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon. See an academic advisor for assistance.

▪ Education (Early Childhood & Elementary) ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for students who plan to transfer and major in early childhood, elementary, special education, media services or school librarianship.

AREA I ....**WRITTEN COMPOSITION** .... **6 SH**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

AREA II ....**HUMANITIES AND FINE ARTS** .... **12 SH**

Fine Arts Elective	ART 100, MUS 101, THR 120, or THR 126	3
Humanities Elective	ART, MUS, THR, PHL, REL, or SPA	3
SPH 107	Fundamentals of Public Speaking	3

Note: Students must complete a 6 semester hour sequence in either literature (AREA II) or history (AREA IV).

ENG 271 & ENG 272	World Literature I & World Literature II, or	3
ENG 261 & ENG 262	English Literature I & English Literature II, or	
ENG 251 & ENG 252	American Literature I & American Literature II	

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

BIO 101 or BIO 103	Introduction to Biology I or Principles of Biology I	4
PHS 111 or PHS 112	Physical Science I or Physical Science II	4
MTH 110 or more advanced**	Finite Mathematics or more advanced	3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

Note: Students must complete a 6 semester hour sequence in either literature (AREA II) or history (AREA IV).

HIS 101 & HIS 102	Western Civilization I & Western Civilization II, or	3-6
HIS 121 & HIS 122	World History I & World History II, or	
HIS 201 & HIS 202	U.S. History I & U.S. History II	
Social Sciences Electives	ANT, ECO, GEO, POL, PSY, or SOC	6-9

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **23 SH**

ORI 101	Orientation to College	1
CIS 146	Microcomputer Applications	3
PED 100	Fundamentals of Fitness	3
BIO 102 or BIO 104	Intro to Biology II or Pinciples of Biology II (depending on Area III course)	4
HED 224	Personal and Community Health	3

Choose 9 hours from the following (Courses in Area III will not satisfy this requirement)...............................9-10

MTH 112	Pre-Calculus Algebra	3
MTH 113	Pre-Calculus Trigonometry	3
MTH 231	Math for Elementary Teachers I	3
MTH 232	Math for Elementary Teachers II	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4

Total Hours .... **61-62 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Engineering ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in engineering. Requirements vary among colleges and universities and among the different engineering fields. The following program is a composite of the requirements of the first two years of the baccalaureate degree at most four-year colleges and universities. Students should have successfully completed a minimum of four units of high school mathematics, including trigonometry, and three units of science in biology, physics and chemistry.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**
ENG 101............................English Composition I 3
ENG 102............................English Composition II 3

AREA II ....**HUMANITIES AND FINE ARTS** .... **9 SH**
Fine Arts Elective........................ART 100, MUS 101, or THR 120 3
ENG 271 or ENG 272................World Literature I or World Literature II..3
SPH 107....................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **12 SH**
MTH 125 ....Calculus I...4
PHY 213..............................General Physics with Calculus I...4
PHY 214..............................General Physics with Calculus II..4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **9 SH**
HIS 101 & HIS 102 ....Western Civilization I & Western Civilization II, or...........................6
HIS 121 & HIS 122 ....World History I & World History II, or
HIS 201 & HIS 202 .....................U.S. History I & U.S. History II

Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC..3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**
ORI 101.................................Orientation to College 1
CHM 111*...........................College Chemistry I...4
MTH 126 & MTH 227 ....Calculus II and Calculus III...8
MTH 238 ....Applied Differential Equations I..3

Choose from the following apprived Engineering electives**   9-12
EGR 101 ....Engineering Foundations** (A, CH, CI, E, M)...................3
CHM 112*...................................College Chemistry II **(CH) 4
CIS 251............................."C++" Programming **(E) 3
MTH 237 ....Linear Algebra **(A, E, M) 3
EGR 125............................Computer Graphics for Engineers** (A, M, CI) 3
EGR 157.......................................Computer Methods for Engineers using MATLAB.............3
EGR 220.................................Statics** (A, CI, M)...3
BIO 103 ....Principles of Biology I (CH, A)....................................4
CHM 221...............................Organic Chemistry I 4

**A: Aerospace   CH: Chemical   CI: Civil   E: Electrical   M: Materials, Mechanical or Industrial
Total Hours .... **61-64 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Environmental Science ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is a two-year curriculum designed for those students who plan to complete a four-year program in preparation for a professional career in the environmental sciences. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

AREA I ....**WRITTEN COMPOSITION** .... **6 SH**

ENG 101.................................English Composition I 3
ENG 102.................................English Composition II 3

AREA II ....**HUMANITIES AND FINE ARTS**... **12 SH**

Fine Arts Elective........................ART 100, MUS 101, THR 120, or THR 126...3
ENG 271 & ENG 272.................World Literature I & World Literature II, or..3
ENG 261 & ENG 262..................English Literature I & English Literature II, or
ENG 251 & ENG 252..................American Literature I & American Literature II 3
SPH 107..................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

CHM 111...................................College Chemistry I..4
CHM 112...................................College Chemistry II 4
MTH 112 or more advanced* ..Pre-Calculus Algebra or more advanced..3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

HIS 101 & HIS 102 ....Western Civilization I & Western Civilization II or.....................................6
HIS 121 & HIS 122 ....World History I & World History II
HIS 201 & HIS 202 .....................U.S. History I & U.S. History II

Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC..6

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **22 SH**

ORI 101...................................Orientation to College 1
BIO 103 ....Principles of Biology I 4
BIO 104 ....Principles of Biology II...4
CIS 146 ....Microcomputer Applications 3
MTH 265.................................Elementary Statistics 3
MTH 125.................................Calculus I...4
MTH 270.................................Probability and Statistics..3

Total Hours .... **63 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.
*MTH 116, MTH 231, MTH 232, MTH 265 do not meet this requirement.

▪ Forestry ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate in Science degree in Forestry is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree in forest management or wood technology. Students should consult the catalog of the school to which they intend to transfer and plan their work accordingly.

AREA I .... **WRITTEN COMPOSITION** .... **6 SH**

ENG 101 .... English Composition I 3
ENG 102 .... English Composition II 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **12 SH**

Fine Arts Elective .... ART 100, MUS 101, THR 120, or THR 126 3
SPH 107 .... Fundamentals of Public Speaking 3

ENG 271 or ENG 272 .... World Literature I or World Literature II, or 3
ENG 261 or ENG 262 .... English Literature I or English Literature II, or

ENG 251 or ENG 252 .... American Literature I or American Literature II

Humanities Elective .... ART, MUS, THR, PHL, REL, or SPA 3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

BIO 103 .... Principles of Biology I 4
BIO 104 .... Principles of Biology II 4
MTH 113 or more advanced* ... Pre-Calculus Trigonometry or more advanced 3

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

HIS 101 & HIS 102 .... Western Civilization I & Western Civilization II, or 6
HIS 121 & HIS 122 .... World History I & World History II, or
HIS 201 & HIS 202 .... U.S. History I & U.S. History II

ECO 231 .... Microeconomics 3
Social Sciences Electives .... ANT, ECO, GEO, POL, PSY, or SOC 3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **19 SH**

ORI 101 .... Orientation to College 1
MTH 265 .... Elementary Statistics 3

CHM 104 & CHM 105 .... Introduction to Inorganic Chemistry I & Introduction to Organic Chemistry or 8
CHM 111 & CHM 112 .... College Chemistry I & College Chemistry II

CIS 146 .... Microcomputer Applications 3
PHL 106 or PHL 206 .... Introduction to Philosophy or Ethics and Society 3
PED .... Physical Education Elective 1

Total Hours .... **60 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.
*MTH 116, MTH 231, MTH 232, MTH 265 do not meet this requirement.

▪ Surveying and Geomatics ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate of Science degree in Surveying and Geomatics is designed for persons who plan to transfer to a four-year college or university to complete a Baccalaureate degree in the field of surveying and geomatics.

AREA I .... **WRITTEN COMPOSITION** .... **6 SH**

ENG 101................................ English Composition I 3
ENG 102................................ English Composition II 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **12 SH**

Fine Arts Elective....................... ART 100, MUS 101, THR 120, or THR 126 3
SPH 107 .... Fundamentals of Public Speaking 3
ENG 271 & ENG 272 .... World Literature I & World Literature II, or 6
ENG 261 & ENG 262 .... English Literature I & English Literature II, or
ENG 251 & ENG 252 .... American Literature I & American Literature II

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **12 SH**

MTH 125 .... Calculus I 4

PHY 201 & PHY 202.................. General Physics I & General Physics II or 8
PHY 213 & PHY 214................... General Physics with Calculus I & General Physics with Calculus II

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

HIS 101 & HIS 102 .... Western Civilization I & Western Civilization II, or...........................6
HIS 121 & HIS 122 .... World History I & World History II, or
HIS 201 & HIS 202 .... U.S. History I & U.S. History II

Social Sciences Electives......... ANT, ECO, GEO, POL, PSY, or SOC...6

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **20 SH**

ORI 101................................. Orientation to College 1
ART 113 .... Drawing I..3
CIS 146.................................. Microcomputer Applications 3
CIS 251.................................. C++ Programming 3
MTH 126 .... Calculus II 4
MTH 265 .... Elementary Statistics 3
Humanities Elective................... ART, MUS, THR, PHL, REL, or SPA...3

Total Hours.. **62 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Health, Physical Education and Recreation ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed to give the student a basic foundation of course work needed to transfer to a four-year college or university to work toward a baccalaureate degree in either a specialized or general physical education curriculum.

AREA I .... **WRITTEN COMPOSITION** .... **6 SH**

ENG 101.. English Composition I 3
ENG 102.. English Composition II 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **12 SH**

Fine Arts Elective........................ ART 100, MUS 101, THR 120, or THR 126 3
SPH 107 .... Fundamentals of Public Speaking 3

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the literature sequence is not chosen, the student must choose 3 SH of a Humanities Elective.
ENG 271 or ENG 272................. World Literature I or World Literature II, or.......................................3
ENG 261 or ENG 262.................. English Literature I or English Literature II, or

ENG 251 or ENG 252.................. American Literature I or American Literature II

Humanities Elective................... ART, MUS, THR, PHL, REL, or SPA.......................................3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

MTH 112 or more advanced..... Pre-Calculus Algebra 3
Choose one of the following sequences: 8
BIO 101 & BIO 102...................... Introduction to Biology I & Introduction to Biology II, or
BIO 103 & BIO 104...................... Principles of Biology I & Principles of Biology II, or
CHM 104 & CHM 105 .... Introduction to Inorganic Chemistry & Introduction to Organic Chemistry, or
PHS 111 & PHS 112 .... Physical Science I & Physical Science II

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **9 SH**

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV).
If the history sequence is not chosen, the student must choose 3 SH of a Social Science Elective.
HIS 101 & HIS 102 .... Western Civilization I & Western Civilization II, or................................... 3-6
HIS 121 & HIS 122 .... World History I & World History II, or
HIS 201 & HIS 202 .... U.S. History I & U.S. History II

Social Sciences Electives......... ANT, ECO, GEO, POL, PSY, or SOC.......................................3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **23 SH**

ORI 101.. Orientation to College 1
BIO 201 .... Human Anatomy & Physiology I...4
BIO 202 .... Human Anatomy & Physiology II..4
CIS 146.. Microcomputer Applications...3
HED 221 or HED 224 .... Personal Health or Personal & Community Health..........................3
HED 231.. First Aid 3
PED 200 .... Foundation of Physical Education 3
PED .... PED Activity Elective 1
PED .... PED Activity Elective 1

Total Hours .... **61 SH**
Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Mathematics ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The purpose of this program is to provide the first two years of a four-year baccalaureate degree in mathematics.

AREA I .... **WRITTEN COMPOSITION** .... **6 SH**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

AREA II .... **HUMANITIES AND FINE ARTS** .... **12 SH**

Fine Arts Elective	ART 100, MUS 101, THR 120, or THR 126	3
SPH 107	Fundamentals of Public Speaking	3
ENG 271 or ENG 272	World Literature I or World Literature II, or	3
ENG 261 or ENG 262	English Literature I or English Literature II, or	
ENG251 or ENG252	American Literature I or American Literature II	
Humanities Elective	ART, MUS, THR, PHL, REL, or SPA	3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **11 -12 SH**

MTH 113 or MTH 115	Pre-Calculus Trigonometry or Pre-Calculus Algebra & Trigonometry	3-4
PHY 201 & 202	General Physics I & Genral Physics II - Trig Based, or	8
PHY 213 & 214	General Physics with Calculus I & General Physics with Calculus II	

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

HIS 101 & HIS 102	Western Civilization I & Western Civilization II, or	3-6
HIS 121 & HIS 122	World History I & World History II, or	
HIS 201 & HIS 202	U.S. History I & U.S. History II	
Social Sciences Electives	ANT, ECO, GEO, POL, PSY, or SOC	6

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **23 SH**

ORI 101	Orientation to College	1
CIS Elective	Approved CIS Elective	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
PED Elective	Physical Education Activity Elective	1

Total Hours .... **64-65 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Bio-Med Sciences ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for students who plan to transfer to a four year institution to pursue a degree in dentistry, pharmacology, medicine, veterinary and/or other medical fields. Student should seek academic advising through transfer institutions at the earliest date possible.

AREA I ....WRITTEN COMPOSITION .... **6 SH**

ENG 101.............................English Composition I 3
ENG 102.............................English Composition II 3

AREA II ....HUMANITIES AND FINE ARTS... **12 SH**

ART 100 or MUS 101.................Art Appreciation or Music Appreciation...........................3
SPH 107.............................Fundamentals of Public Speaking 3
ENG 271 & ENG 272 ....World Literature I & World Literature II, or.........................6
ENG 261 & ENG 262...................English Literature I & English Literature II, or
ENG 251 & ENG 252...................American Literature I & American Literature II

AREA III ....NATURAL SCIENCES AND MATHEMATICS .... **12 SH**

BIO 103 ....Principles of Biology I 4
CHM 111............................College Chemistry I 4
MTH 125 ....Calculus I 4

AREA IV ....HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... **12 SH**

HIS101 & HIS 102 ....Western Civilization I & Western Civilization II, or 6
HIS 121& HIS 122 ....World History I & World History II, or
HIS201 & HIS 202 ......................U.S. History I & U.S. History II
PSY 200 ....General Psychology 3
Social Sciences Electives.........ANT, ECO, GEO, POL, PSY, or SOC......................................3

AREA V ....PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... **20 SH**

ORI 101..............................Orientation to College 1
BIO 104 ....Principles of Biology II..4
CHM 112...........................College Chemistry II..4
MTH 265 ....Elementary Statistics 3
PHY 201............................General Physics I with Trig...4
PHY 202............................General Physics II with Trig..4

Total Hours .... **62 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Health Science ▪
Associate in Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed for students who plan to transfer to a four year institution to pursue a Bachelor's Degree. Students should seek academic advising through transfer institutions at the earliest possible date. Students who desire to complete the Associate of Applied Science Degree in Nuring, Veterinary Technology, Surgical Technology, Dental Assisting, or Paramedic should see advisement through a program specific advisor and complete the courses specific to the degree desired.

AREA I .... **WRITTEN COMPOSITION** .... **6 SH**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

AREA II .... **HUMANITIES AND FINE ARTS** .... **12 SH**

Humanities Elective	ART, MUS, REL, or Foreign Language	3
SPH 107	Fundamentals of Public Speaking	3
PHL 206	Ethics and Society	3
ENG 271 or ENG 272	World Literature I or World Literature II, or	6
ENG 261 or ENG 262	English Literature I or English Literature II, or	
ENG251 or ENG 252	American Literature I or American Literature II	

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **11 SH**

BIO 103	Principles of Biology I	4
CHM 104	Introduction to Inorganic Chemistry	4
MTH 112 or more advanced	Pre-Calculus Algebra or more advanced	3

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **12 SH**

HIS101 & HIS 102	Western Civilization I & Western Civilization II, or	6
HIS 121& HIS 122	World History I & World History II, or	
HIS201 & HIS 202	U.S. History I & U.S. History II	
PSY 200	General Psychology	3
PSY 210	Human Growth & Development	3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **23 SH**

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 220	General Microbiology	4
CIS Elective	Computer Science Elective	3
MTH 265	Elementary Statistics	3
PED Elective	Physical Education Elective	1
ORI 101	Orientation to College	1
Choose one of the following:		3
ECO231	Principles of Macroeconomics	
ECO232	Principles of Microeconomics	
SOC 200	Introduction to Sociology	

Total Hours .... **64 SH**

Students should consult their advisor, transfer institution or the STARS based transfer system for approved electives. For more information about STARS, go to www.coastalalabama.edu and click on the STARS icon.

▪ Secondary Education ▪
Associate in Science Degree

Students planning to enter secondary education can complete their freshman and sophomore years at Coastal Alabama and transfer credits earned to their selected institution. Students can earn one-half of the bachelor level program requirements at Coastal Alabama Community College. The State Transfer Articulation and Reporting System, STARS, lists specific courses for each subject area concentration. Transferability of courses listed on the templates is guaranteed. Students should follow the program of study for their selected major. See the Associate in Arts and Associate in Science sections of this catalog for a listing of majors. If Coastal Alabama does not have a program of study for your major area, you should select General Studies or Liberal Arts as your major and contact your transfer institution for additional information. You should work with your transfer institution and academic advisor to finalize course selection.

ASSOCIATE IN APPLIED SCIENCE DEGREES, CERTIFICATES, AND SHORT-TERM CERTIFICATES

Coastal Alabama regularly reviews and updates programs of study based on industry needs and input. While employment is not guaranteed, students receive and education to prepare them for the workforce. Additionally, transfer programs are in line with State articulation requirements. The information presented in this Catalog is accurate, current and is not falsely presented.

▪ Animation, Interactive Technology, Video Graphics & Visual Effects ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed to prepare students for entry-level positions in 3D Animation and Visual Effects. The program enables the discovery, stimulation, development and demonstration of students' true creative potential within the context of a real 3D production situation.   Students will also experience stimulating creation and production situations similar to those found in the industry. At the end of the program, students will have created a professional portfolio of their work in digital creation, according to industry standards and using the full potential of the latest technologies.

ADMISSION REQUIREMENTS:
Prospective students must have a high school diploma from an accredited secondary system and have an ACT score of 18 or higher (or an equivalent SAT score) and have graduated with a cumulative GPA of 2.5 or higher

OR

have a GED (high school diploma equivalent) and have an ACT score of 16 or higher (or an equivalent SAT score or ASSET or COMPASS placement score). Prospective students must possess appropriate and relevant experience as determined by the Animation and Visual Effects advisor and complete the Coastal Alabama Application process.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101...................................English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS**.. **12 SH**

ART 175 ....Digital Photography I...3
ART 275 ....Digital Photography II..3
ART 299C...................................Art Portfolio..3
ART 121 ....Two Dimensional Composition...3

AREA III. ....**NATURAL SCIENCES AND MATHEMATICS** .... **7 SH**

MTH 118 ....Technical Math 3
PHY 120 ....Introduction to Physics..4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective ....ANT, ECO, GEO, HIS, POL, PSY, or SOC................................3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **51 SH**

CAP 101....................................CGI Software Basics 3
CAP 102....................................Compositing Basics 3
CAP 103....................................Computer Graphics History 3
CAP 121....................................CGI Animation 3
CAP 122....................................Storytelling and Revisualization Process/Project...............5
CAP 123....................................CGI Shading, Lighting and Rendering................................3
CAP 201....................................Simulation and Particles Effects.......................................3
CAP 202....................................Live Action and Integration Project....................................5
CAP 203....................................Advanced Compositing...3
CAP 204....................................Advanced Modeling..2
CAP 221....................................Final Project..6
CAP 222....................................Specialization Field (Animation or Modeling)....................3
CAP 223....................................Visual Effects Process...3
CAP 224....................................Digital Environment 3
DDT 239....................................Independent Studies 3

Total Hours .... **76 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/animationge

▪ Animation, Interactive Technology, Video Graphics & Visual Effects ▪
Certificate Program

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**
ENG 101.............................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**.. **3 SH**
ART 175 ....Digital Photography I 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **4 SH**
PHY120 ....Introduction to Physics...4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **50 SH**
CAP 101.............................CGI Software Basics 3
CAP 102.............................Compositing Basics 3
CAP 103.............................Computer Graphics History 3
CAP 121.............................CGI Animation 3
CAP 122.............................Storytelling and Revisualization Process/Project.....................................5
CAP 123.............................CGI Shading, Lighting and Rendering 3
CAP 201.............................Simulation and Particles Effects 3
CAP 202.............................Live Action and Integration Project...5
CAP 203.............................Advanced Compositing..3
CAP 204.............................Advanced Modeling...2
CAP 221.............................Final Project...6
CAP 222.............................Specialization Field (Animation or Modeling)...3
CAP 223.............................Visual Effects Process..3
CAP 224.............................Digital Environment 3
DDT 239.............................Independent Studies 2

Total Hours .... **60 SH**

Prior to entrance/acceptance into the Animation, Interactive Technology, Video Graphics & Visual Effects Certificate Program, students should enroll in the Commerical Art/Graphic Design, AAS program to complete the prerequisites for this program.

Prerequisite:
ART 175 .... Digital Photography I

Recommended Prior to Enrollment into Program:
ART 113 .... Drawing I
ART 121 .... Two Dimensional Composition I
ART 220 .... Introduction to Computer Graphics
ART 299C...Art Portfolio

For Gainful Employment information, visit www.CoastalAlabama.edu/animationge

▪ Commercial Art/Graphic Design ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed to prepare students for a career in communication arts and to give students experience with the equipment and methods used in the graphic arts industry.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101................................ English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**

ART 100 .... Art Appreciation 3
SPH 107................................. Fundamentals of Public Speaking 3

AREA III .... **NATURAL SCIENCE AND MATHEMATICS** .... **10 SH**

CHM, BIO, PHY or PHS.............. Chemistry, Biology, Physics, or Physical Science Elective**................4
MTH 100 or MTH 116.............. Intermediate College Algebra or Mathematical Applications 3
CIS 146.................................. Microcomputer Applications...3

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **6 SH**

Electives................................. ANT, ECO, GEO, HIS, POL, PSY, or SOC...6

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **37 SH**

ART 113 .... Drawing I..3
ART 121 .... Two Dimensional Composition I 3
ART 175 .... Digital Photography I...3
ART 220 .... Introduction to Computer Graphics...3
ART 253 .... Graphic Design I..3
ART 299C............................... Art Portfolio 3
CAT 223................................. Electronic Publishing I 3
CAT 224................................. Electronic Publishing II 3
CAT270 .... Website Development 3
CAT/ART Electives.................... Commercial Art or Art Electives...9
WKO107.................................. Work Place Skills Preparation 1

Total Hours...**62 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/commartge

▪ Commercial Art/Graphic Design ▪
Certificate Program

LENGTH: Two Semesters

PURPOSE: This is a non-transferable program designed to prepare students for a career in communications arts and to give students experience with equipment and methods used in the graphic arts industry.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101.......................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **3 SH**

SPH 107.......................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS**... **6 SH**

MTH 100 or MTH 116......................Intermediate College Algebra or Mathematical Applications 3
CIS 146...Microcomputer Applications..3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **19 SH**

ART 100 ....Art Appreciation..3
ART 175 ....Digital Photography I 3
ART 253 ....Graphic Design I..3
ART 220 ....Introduction to Computer Graphics 3
CAT 223..Electronic Publishing I...3
CAT 224..Electronic Publishing II..3
WKO 107.......................................Work Place Skills Preparation 1

Total Hours..**31 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/commartge

▪ Commercial Art/Graphic Design ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: This program is designed to prepare students for entry-level technician positions in the field of commercial art/computer graphics.

ART 100	Art Appreciation	3
ART 175	Digital Photography I	3
ART 220	Introduction to Computer Graphics	3
ART 253	Graphic Design I	3
CAT 270	Website Development	3
CAT 223	Electronic Publishing I	3
CAT 224	Electronic Publishing II	3
Elective	Art Elective	3
WKO 107	Work Place Skills Preparation	1

Total Hours .... 25 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/commarttrainingge

▪ Computer Technology - Network Administration Specialist ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate in Applied Science Degree in Computer Technology - Network Administration Specialist is designed to prepare the student for a career in computer systems.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101	English Composition I	3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**

Humanties Elective	ART, MUS, THR, REL, or PHL	3
SPH 107	Fundamentals of Public Speaking	3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **9-10 SH**

MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
MTH, CIS, SCI Elective	Math, Computer Science, Natural Science Elective	3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective	ANT, ECO, GEO, HIS, POL, PSY, or SOC	3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **49 SH**

BUS 188	Personal Development	3
CIS 130	Intro to Information Systems	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
CIS 273	Cisco CCNA IV	3
CPT 200	Networking Technologies	3
CPT 267	Structured Cabling	3
CPT 268	Software Support	3
CPT 269	Hardware Support	3
CPT 276	Server Administration	3
CPT 280	Network Security	3
CPT 232	Network Design Implementation	3
CPT Electives	Computer Technology Electives	6
OAD101*	Beginning Keyboarding*	3
WKO107 or ORI 101	Work Place Skills Preparation or Orientation to College	1

Total Hours .... **70-71 SH**

*This course can be substituted with a CIS elective if the students shows 35 words per minute typing proficiency.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Computer Technology - Network Administration Specialist ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: This is a training certificate program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in network administration technology.

CPT 200	Networking Technologies	3
CPT 232	Network Design and Implementation	3
CPT 267	Structured Cabling	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CPT 276	Server Administration	3
CPT 278	Directory Services Administration	3
CPT 279	Network Infrastructure Design	3
CPT 280	Network Security	3
WKO 107	Work Place Skills Preparation	1

Total Hours .... 28 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Computer Technology - Technical Support Specialist ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate in Applied Science Degree in Computer Technology - Technical Support Specialist is designed to prepare the students who wish to pursue careers in IT or Technical/User/Helpdesk Support related fields.

AREA I .... WRITTEN COMPOSITION .... 3 SH

ENG 101	English Composition I	3

AREA II .... HUMANITIES AND FINE ARTS .... 6 SH

Humanties Elective	ART, MUS, THR, REL, or PHL	3
SPH 107	Fundamentals of Public Speaking	3

AREA III .... NATURAL SCIENCES AND MATHEMATICS .... 9-10 SH

MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
MTH, CIS, or SCI Elective	Math, Computer Science, or Natural Science Elective	3-4

AREA IV .... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 3 SH

Elective	ANT, ECO, GEO, HIS, POL, PSY, or SOC	3

AREA V .... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 46 SH

BUS 188	Personal Development	3
CIS 130	Intro to Information Systems	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CPT 182	Help Desk Applications	3
CPT 200	Networking Technologies	3
CPT 267	Structured Cabling	3
CPT 268	Software Support	3
CPT 269	Hardware Support	3
CPT 276	Server Administration	3
CPT 278	Directory Services Administration	3
CPT 279	Network Infrastructure Design	3
CPT Electives	Computer Technology Electives	6
OAD 101*	Beginning Keyboarding*	3
WKO 107 or ORI 101	Work Place Skills Preparation or Orientation to College	1

Total Hours .... 67-68 SH

*This course can be substituted with a CIS elective if the students shows 35 words per minute typing proficiency.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Computer Technology - Technical Support Specialist ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The training certificate progrm in Computer Technology -Technical Support Specialist is designed to prepare the students who wish to pursue careers in IT or Technical/User/Helpdesk Support related fields.

CPT 182	Help Desk Applications	3
CPT 200	Networking Technologies	3
CPT 267	Structured Cabling	3
CPT 268	Software Support	3
CPT 269	Hardware Support	3
CPT 276	Server Administration	3
CPT 278	Directory Services Administration	3
CPT 279	Network Infrastructure Design	3
CPT 280	Network Security	3
WKO 107	Work Place Skills Preparation	1

Total Hours ....28 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/techsupportge

▪ Computer Technology - Computer Applications Specialist ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate in Applied Science Degree in Computer Technology - Technical Support Specialist is designed to prepare the students who wish to pursue careers in IT or Technical/User/Helpdesk Support related fields.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101.............................. English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**

Humanties Elective.................. ART, MUS, THR, REL, or PHL 3
SPH 107............................... Fundamentals of Public Speaking 3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS**..**9-10 SH**

MTH 100 .... Intermediate College Algebra 3
CIS 146................................ Microcomputer Applications..3
MTH, CIS, SCI Elective .... Math, Computer Science, Natural Science Elective 3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective .... ANT, ECO, GEO, HIS, POL, PSY, or SOC..3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

BUS 188............................... Personal Development...3
CIS 130 .... Intro to Information Systems 3
CIS 113................................ Spreadsheet Software Applications 3
CIS 117................................ Database Management Software Applications 3
CIS 150................................ Introduction to Computer Logic and Programming 3
CIS 155................................ Introduction to Mobile App Development...3
CIS 160................................ Mutimedia for World Wide Web...3
CIS 185................................ Computer Ethics 3
CIS 191................................ Introduction to Computer Programming Concepts................................3
CIS 207................................ Web Development 3
CIS 212................................ Visual Basic Programming..3
CIS 225................................ Introduction to SQL Programming - Oracle..3
CIS Electives .... Computer Science Electives 6
OAD 101*............................. Beginning Keyboarding* 3
WKO 107 or ORI 101................ Work Place Skills Preparation or Orientation to College..............................1

Total Hours .... **67-68 SH**

*This course can be substituted with a CIS elective if the students shows 35 words per minute typing proficiency.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Computer Technology - Computer Applications Specialist ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an IT or Computer Applications related field.

CIS 113	Spreadsheet Software Applications	3
CIS 117	Database Management Software Applications	3
CIS 146	Microcomputer Applications	3
CIS 155	Introduction to Mobile App Development	3
CIS 160	Mutimedia for World Wide Web	3
CIS 191	Introduction to Programming Concepts	3
CIS 207	Web Development	3
CIS 212	Visual Basic Programming	3
CIS 225	Introduction to SQL Programming	3
WKO 107	Workplace Skills Preparation	1

Total Hours .... 28 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Drafting and Design Technology ▪
Associate in Applied Science Degree

LENGTH: Four Semester (Two-Year) Program

PURPOSE: The Drafting and Design/Additive Manufacturing Technology program provides the technical training for students to interpret and produce engineering and architectural graphics and data. Visualization skills are developed to design and evaluate technical content. With the use of Computer—Aided-Design 3D Solid modeling software the student will gain the skills to design and convert complex virtual CAD models into physical products. The program prepares the student for a career in engineering, manufacturing, architecture, and construction where intelligent graphics, 3D Printing, Rapid Prototyping, Additive Manufacturing Technologies, and Direct Digital Manufacturing are required throughout the design process.

AREA I .... WRITTEN COMPOSITION .... 3 SH

ENG 101	English Composition I	3

AREA II .... HUMANITIES AND FINE ARTS .... 6 SH

Humanties Elective	ART, MUS, THR, REL, or PHL	3
SPH 107	Fundamentals of Public Speaking	3

AREA III .... NATURAL SCIENCES AND MATHEMATICS ....9-10 SH

MTH 116	Mathematical Applications	3
MTH, CIS, SCI Elective	Math, Computer Science, Natural Science Elective	6-7

AREA IV .... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 3 SH

Elective	ANT, ECO, GEO, HIS, POL, PSY, or SOC	3

AREA V .... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 48 SH

ADM 101	Precision Measurement	3
ADM 106	Quality Control Concepts	3
ADM 116	Intro to CATIA	3
ADM 212	Intermediate CATIA	3
ADM 261	Reverse Engineering	3
DDT 104	Basic Computer Aided Drafting and Design	3
DDT 124	Basic Technical Drawing	3
DDT 127	Intermediate CAD	3
DDT 131	Machine Drafting Basics	3
DDT 132	Architectural Drafting	3
DDT 212	Intermediate Architectural Drafting	3
DDT 231	Advanced CAD	3
DDT 232	CAD Customization	3
DDT 233	Intermediate Three Dimensional Modeling	3
DDT 236	Design Project	3
WKO 110	NCCER CORE	3

Total Hours ....69-70 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Drafting and Design Technology ▪
Training Certificate

LENGTH: Two Semesters

ADM 101................................Introduction to CAD..3
ADM 106................................Quality Control Concepts 3
DDT 104 ....Basic Computer Aided Drafting and Design...........3
DDT 124 ....Basic Technical Drawing...3
DDT 127 ....Intermediate CAD...3
DDT 131 ....Machine Drafting Basics...3
DDT 132 ....Architectural Drafting...3
WKO 110................................NCCER CORE...3

Total Hours .... **24 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/draftingdesignge

▪ Advanced 3-D Design Technology ▪
Training Certificate

LENGTH: Two Semesters

ADM 116................................Intro to CATIA..3
ADM 212................................Intermediate CATIA...3
ADM 261................................Reverse Engineering 3
DDT 224 ....Advanced 3D Modeling 3
DDT 233 ....Intermediate 3D Modeling 3
DDT 232 ....CAD Customization 3
DDT 236 ....Design Project 3

Total Hours .... **21 SH**

*not eligible for federal aid

▪ Basic 3-D Design Technology ▪
Stackable Short Training Certificate

LENGTH: One Semester

ADM 116................................Intro to CATIA..3
ADM 261................................Reverse Engineering 3
DDT 233 ....Intermediate 3D Modeling 3

Total Hours .... **9 SH**

*not eligible for federal aid

▪ Drafting and Design Technology - Design Basic ▪
Stackable Short Training Certificate

LENGTH: One Semester

ADM 101 .... Introduction to CAD 3
DDT 104 .... Basic Computer Aided Drafting and Design 3
DDT 124 .... Basic Technical Drawing 3
WKO 110 .... NCCER CORE 3

Total Hours .... **12 SH**

*not eligible for federal aid

For Gainful Employment information, visit www.CoastalAlabama.edu/draftingdesignshortge

▪ 3-D Design Technology ▪
Stackable Short Training Certificate

LENGTH: One Semester

ADM 106 .... Quality Control Concepts 3
DDT 127 .... Intermediate CAD 3
DDT 131 .... Machine Drafting Basics 3
DDT 132 .... Architectural Drafting 3

Total Hours .... **12 SH**

*not eligible for federal aid

▪ Intermediate 3D Design ▪
Stackable Short Training Certificate

LENGTH: One Semester

ADM 212 .... Intermediate CATIA 3
DDT 232 .... CAD Customization 3
DDT 236 .... Design Project 3
DDT 244 .... Advanced 3D Modeling 3

Total Hours .... **12 SH**

*not eligible for federal aid

▪ Management and Supervision Technology ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associates in Applied Science degree in Management and Supervision Technology is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**
ENG 101 .... English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**
Humanties Elective .... ART, MUS, THR, REL, or PHL 3
SPH 107 .... Fundamentals of Public Speaking 3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **9-10 SH**
MTH 100 .... Intermediate College Algebra 3
CIS 146 .... Microcomputer Applications 3
MTH, CIS, SCI Elective .... Math, CIS 130, CIS 147, or Natural Science Elective 3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**
ECO 231 .... Principles of Macroeconomics 3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**
BUS 100 .... Introduction to Business 3
BUS 146 .... Personal Finance 3
BUS 186 .... Elements of Supervision 3
BUS 188 .... Personal Development 3
BUS 189 .... Human Relationships 3
BUS 215 .... Business Communications 3
BUS 241 .... Principles of Accounting I 3
BUS 242 .... Principles of Accounting II 3
BUS 263 .... The Legal and Social Environment of Business 3
BUS 275 .... Principles of Management 3
BUS 276 .... Human Resource Management 3
BUS 277 .... Management Seminar 3
BUS 285 .... Principles of Marketing 3
CPT 130 .... Intro to Information Systems 3
OAD 243 .... Spreadsheet Applications 3
WKO107 .... Work Place Skills Preparation 1

Total Hours .... **67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Management Supervision Technology - Accounting Clerk ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associates in Applied Science degree in Mangement Supervision Technology - Accounting Clerk is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**
ENG 101 .... English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**
Humanties Elective .... ART, MUS, THR, REL, or PHL 3
SPH 107 .... Fundamentals of Public Speaking 3

AREA III............................... **NATURAL SCIENCES AND MATHEMATICS**...**9-10 SH**
MTH 100 .... Intermediate College Algebra 3
CIS 146.. Microcomputer Applications..3
MTH, CIS, SCI Elective .... Math, CIS 147, or Natural Science Elective 3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**
ECO 231...................................... Principles of Macroeconomics 3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**
ACC 129 .... Individual Income Taxes 3
ACC 140 .... Payroll Accounting 2
BUS 146 .... Personal Finance 3
BUS 188 .... Personal Development 3
BUS 215 .... Business Communications...3
BUS 241 .... Principles of Accounting I 3
BUS 242 .... Principles of Accounting II..3
BUS 248 .... Managerial Accounting 3
BUS 263 .... The Legal and Social Environment of Business 3
BUS 275 .... Principles of Management 3
BUS 276 .... Human Resource Management..3
OAD 130 .... Electronic Calculations 3
OAD 137...................................... Computerized Financial Record Keeping 3
OAD 218...................................... Office Procedures..3
OAD 243...................................... Spreadsheet Applications 3
WKO107...................................... Work Place Skills Preparation 1

Total Hours..**66-67 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Management Supervision Technology - Small Business/Entrepreneurship ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associates in Applied Science degree in Management Supervision Technology - Small Business/ Entrepreneurship is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101	English Composition I	3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**

Humanties Elective	ART, MUS, THR, REL, or PHL	3
SPH 107	Fundamentals of Public Speaking	3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** .... **9-10 SH**

MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
MTH, CIS, SCI Elective	Math, CIS 147, or Natural Science Elective	3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

ECO 231	Principles of Macroeconomics	3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

BUS 100	Introduction to Business	3
BUS 105	Customer Service	3
BUS 146	Personal Finance	3
BUS 177	Salesmanship	3
BUS 186	Elements of Supervision	3
BUS 188	Personal Development	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
BUS 263	The Legal and Social Environment of Business	3
BUS 276	Human Resource Management	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
MKT220	Advertising and Sales Promotion	3
WKO107	Work Place Skills Preparation	1

Total Hours .... **67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Business Technology - Administrative Office Technology ▪
(formerly Office Administration - Administrative Assistant)
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate of Applied Science Degree in Business Technology - Administrative Office Technology is designed to prepare students who wish to pursue careers in administrative areas in business and industry.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101.......................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **6 SH**

Humanties Elective....................ART, MUS, THR, REL, or PHL...3
SPH 107.......................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**

MTH 116 or MTH 100 ....Mathematical Applications or Intermediate College Algebra 3
CIS 130.......................................Intro to Information Systems...3
MTH or SCI Elective...................Math or Natural Science Elective 3-4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**.......................... **3 SH**

Electives.....................................ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

BUS 188......................................Personal Development 3
BUS 215......................................Business Communications 3
OAD 101......................................Beginning Keyboarding 3
OAD 103......................................Intermediate Keyboarding 3
OAD 125......................................Word Processing 3
OAD 127 or BUS 263..................Business Law or The Legal and Social Environment of Business 3
OAD 230......................................Computerized Desktop Publishing..3
OAD 135......................................Financial Record Keeping...3
OAD 137......................................Computerized Financial Record Keeping...3
OAD 138......................................Records and Information Management 3
OAD 217......................................Office Management 3
OAD 218......................................Office Procedures..3
OAD 243 or CIS 113...................Spreadsheet Applications or Spreadsheet Software Applications.........................3
WKO 107 or ORI 101..................Work Place Skills Preparation or Orientation to College...1

Choose two of the following:
OAD 104......................................Advanced Keyboarding..3
OAD 130......................................Electronic Calculations..3
OAD 200......................................Machine Transcription 3
OAD 233......................................Trends in Office Technology...3
OAD 244......................................Database Applications 3
OAD 246......................................Office Graphics and Presentations..3
CIS 117.......................................Database Management Software Applications 3
CIS 294.......................................Special Topics...3

Total Hours..**67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Business Technology - Administrative Office Technology ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: This is a training certificate program designed to provide students the opportunity to acquire and/
            or enhance knowledge and skills for employment in administrative office technology.

BUS 215......................................Business Communications..3
OAD 101.....................................Beginning Keyboarding..3
OAD 103.....................................Intermediate Keyboarding..3
OAD 125.....................................Word Processing..3
OAD 135 or OAD 137..................Financial Record Keeping or Computerized Financial Record Keeping 3
OAD 138.....................................Records and Information Management...3
OAD 218.....................................Office Procedures...3
OAD 243 or CIS 113....................Spreadsheet Applications or Spreadsheet Software Applications........................3

Total Hours .... **24 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although
some of the courses in this program will transfer to four-year institutions, this program is not designed to be a
transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Business Technology - Administrative Medical Office Technology ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: This is a training certificate program designed to provide students the opportunity to acquire and/
            or enhance knowledge and skills for employment in medical office technology.

BUS 215......................................Business Communications..3
OAD 103.....................................Intermediate Keyboarding..3
OAD 138.....................................Records and Information Management...3
OAD 211.....................................Medical Terminology...3
OAD 212.....................................Medical Transcriptions 3
OAD 214.....................................Medical Office Procedures 3
OAD 215.....................................Health Information Management 3
OAD 216.....................................Advanced Health Information Management......................................3

Total Hours .... **24 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although
some of the courses in this program will transfer to four-year institutions, this program is not designed to be a
transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Business Technology - Administrative Medical Office Technology ▪
(formerly Office Administration - Medical Administrative Assistant)
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate of Applied Science Degree in Business Technology - Administrative Medical Office Technology is designed to prepare students who wish to pursue careers in administrative areas in medical business and industry.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101............................. English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**

Humanties Elective.................. ART, MUS, THR, REL, or PHL 3
SPH 107.............................. Fundamentals of Public Speaking 3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS**...............................**9-10 SH**

MTH 116 or MTH 100 .... Mathematical Applications or Intermediate College Algebra 3
CIS 130............................... Intro to Information Systems..3
MTH or SCI Elective.................. Math or Natural Science Elective 3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** .... **3 SH**

Electives ....ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

BUS 188............................... Personal Development..3
BUS 215............................... Business Communications...3
OAD 101............................... Beginning Keyboarding...3
OAD 103............................... Intermediate Keyboarding...3
OAD 125............................... Word Processing...3
OAD 135............................... Financial Record Keeping 3
OAD 137............................... Computerized Financial Record Keeping 3
OAD 138............................... Records and Information Management....................................3
OAD 211............................... Medical Terminology 3
OAD 212............................... Medical Transcription...3
OAD 214............................... Medical Office Procedures 3
OAD 215............................... Health Information Management 3
OAD 216............................... Advanced Health Information Management.............................3
OAD 217............................... Office Management...3
OAD 243 or CIS 113................. Spreadsheet Applications or Spreadsheet Software Applications...........................3
WKO 107 or ORI 101................. Work Place Skills Preparation or Orientation to College...1

Total Hours .... **67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Paralegal ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: The Associate of Applied Science Degree in Paralegal Studies is designed to prepare students who wish to pursue careers as a Paralegal or Legal Assistant

AREA I .... WRITTEN COMPOSITION .... 6 SH

ENG 101	English Composition I	3
ENG 102	English Composition II	3

AREA II .... HUMANITIES AND FINE ARTS .... 6 SH

Humanties Elective	ART, MUS, THR, REL, or PHL	3
SPH 107	Fundamentals of Public Speaking	3

AREA III .... NATURAL SCIENCES AND MATHEMATICS .... 10 SH

CIS 146	Microcomputer Applications	3
MTH 116 or MTH 100	Mathematical Applications or Intermediate College Algebra	3
Natural Science Elective		4

AREA IV .... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 3 SH

POL 211	American National Government	3

AREA V .... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 43 SH

BUS 188	Personal Development	3
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
OAD 202	Legal Transcription	3
PRL 101	Introduction to Paralegal Studies	3
PRL 102	Basic Research and Writing	3
PRL 103	Advanced Legal Research and Writing	3
PRL 150	Commercial Law	3
PRL 160	Criminal Law and Procedure	3
PRL 210	Real Property Law	3
PRL 230	Domestic Law	3
PRL 240	Wills, Trusts, and Estates	3
PRL 262	Civil Law and Procedure	3
PRL 291 or OAD 217	Internship or Office Management	3
WKO 107 or ORI 101	Work Place Skills Preparation or Orientation to College	1

Total Hours .... 68 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Hospitality Administration - Hospitality Management Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: This program is designed to produce management personnel for the hospitality industry.

AREA I .... WRITTEN COMPOSITION .... 3 SH
ENG 101................................... English Composition I 3

AREA II .... HUMANITIES AND FINE ARTS .... 6 SH
Humanities Elective................... ART, MUS, THR, REL, or PHL...3
SPH 107 .... Fundamentals of Public Speaking 3

AREA III .... NATURAL SCIENCES AND MATHEMATICS .... 10 SH
Natural Science Elective 4
CIS 146..................................... Microcomputer Applications..3
MTH 116 or higher* .... Mathematical Applications or higher* 3

AREA IV .... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 3 SH
Electives.................................... ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V .... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 49 SH
CUA 101.................................... Orientation to Hospitality Profession 3
CUA 116.................................... Sanitation, Safety, and Food Service 3
CUA 213.................................... Food Purchasing and Cost Control...3
HMM 105................................... Principles of Hospitality Management 3
HMM 106................................... Beverage Selection and Appreciation 3
HMM 120................................... Beverage Operations 3
HMM 241................................... Restaurant Service Management I 3
HMM 252................................... Hotel/Restaurant and Travel Law 3
HMM 260................................... Human Resources Management 3
HSM 123.................................... Hospitality Field Experience I...3
HSM 201.................................... Event Planning and Management 3
HSM 222.................................... Meeting and Convention Management 3
HSM 250 or HSM 214 .... Hospitality Marketing or Hospitality Sales..3
HSM 265.................................... Planning and Development of Tourism...3
Hospitality Electives .... Choose Courses from CUA, HMM, or HSM (on advisement) 6
ORI 101..................................... Orientation to College 1

Total Hours .... 71 SH

Hospitality Management Program Philosophy and Objectives

The Hospitality Administration Program is designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career focused education. To this end, the Hospitality Management Program will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

*Students planning to transfer to four-year degree will need to take a higher level math:
       University of Alabama   **MTH 110 - Finite Math**
       University of South Alabama   **MTH 110 - Finite Math**
       Troy University   **MTH 112 - Pre-Calculus Algebra**
       Auburn University   **MTH 115 - Pre-Cal Algebra/Trig**

▪ Hospitality Administration - Culinary Arts Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: This program is designed to produce management personnel for the culinary arts/hospitality industry.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101...............................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **6 SH**

Humanties Elective...................ART, MUS, THR, REL, or PHL..3
SPH 107................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**10 SH**

Natural Science Elective 4
CIS 146.................................Microcomputer Applications...3
MTH 116 or higher*..................Mathematical Applications or higher * 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Electives.................................ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** ....**50 SH**

CUA 101................................Orientation to Hospitality Profession 3
CUA 111................................Foundations in Nutrition 3
CUA 115................................Advanced Food Preparation...3
CUA 116................................Sanitation, Safety, and Food Service 3
CUA 125 or CUA 110 & 120.....Food Preparation or Basic Food Preparations and Lab 5
CUA 205................................Introduction to Garde Manger 3
CUA 213................................Food Purchasing and Cost Control.....................................3
CUA 255................................Field Experience - Savory 3
CUA 285................................Culinary Capstone...1
HMM 106...............................Beverage Selection and Appreciation..................................3
HMM 241...............................Restaurant Service Management I 3
HMM 260...............................Human Resources Management 3
PAS 100 ....Fundamentals of Baking..4
CUA Electives ....CUA Electives (on advisement) 6
PAS Elective ....Advanced Baking or Pastries I 3
ORI 101.................................Orientation to College 1

Total Hours...**72 SH**

Culinary Arts Program Philosophy and Objectives

The Culinary and Pastry Programs are designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

*Students planning to transfer to four-year degree will need to take a higher level math:
      University of Alabama   **MTH 110 - Finite Math**
      University of South Alabama   **MTH 110 - Finite Math**
      Troy University   **MTH 112 - Pre-Calculus Algebra**
      Auburn University   **MTH 115 - Pre-Cal Algebra/Trig**

▪ Culinary Arts ▪
Certificate Program

LENGTH: Three Semesters

PURPOSE: This program is designed to provide training and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

AREA I ....**WRITTEN COMPOSITION** ....**3 SH**

ENG 101...................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**...**3 SH**

SPH 107...................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**6 SH**

CIS 146....................................Microcomputer Applications...3
MTH 116 or higher ....Mathematical Applications or higher...3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **0**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** ....**36 SH**

CUA 101...................................Introduction to Hospitality Profession 3
CUA 111...................................Foundations in Nutrition 3
CUA 115...................................Advanced Food Preparation..3
CUA 116...................................Sanitation, Safety, and Food Service 3
CUA 125 or CUA 110 & 120.....Food Preparation or Basic Food Preparations and Lab 5
CUA 205...................................Introduction to Garde Manger 3
PAS 100 ....Fundamentals of Baking..4
Elective ....HMM or HSM Elective 3
Elective ....CUA Electives...6
Elective ....PAS Elective...3

Total Hours ....**48 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/culinaryge

▪ Hospitality Administration - Event Planning Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: This program is designed to produce management personnel for the event planning industry.

AREA I ....WRITTEN COMPOSITION .... **3 SH**

ENG 101........................ English Composition I 3

AREA II .... HUMANITIES AND FINE ARTS .... **6 SH**

Humanties Elective.................. ART, MUS, THR, REL, or PHL 3
SPH 107........................ Fundamentals of Public Speaking 3

AREA III .... NATURAL SCIENCES AND MATHEMATICS......................... **10 SH**

Natural Science Elective...4
CIS 146........................... Microcomputer Applications...3
MTH 116 or higher*................. Mathematical Applications or higher* 3

AREA IV .... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... **3 SH**

Electives ....ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V .... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... **49 SH**

CUA 101.................................Orientation to Hospitality Profession...3
CUA 102.................................Catering...3
CUA 116.................................Sanitation, Safety, and Food Service 3
CUA 213.................................Food Purchasing and Cost Control..3
HMM 120.................................Beverage Operations...3
HMM 241.................................Restaurant Service Management 3
HMM 260.................................Human Resources Management 3
HSM 123.................................Hospitality Field Experience I...3
HSM 201.................................Event Planning and Management...3
HSM 222.................................Meeting and Convention Management...3
HSM 234.................................Planning and Developing Leisure Programs and Festivals........................3
HSM 250 or HSM 214 ....Hospitality Marketing or Hospitality Sales 3
HMM 252.................................Hotel/Restaurant and Travel Law...3
HSM 270.................................Planning and Management of Sports Tourism & Events 3
Electives ....HMM, HSM, CUA, and PAS Electives (on advisement) 6
ORI 101.................................Orientation to College 1

Total Hours .... **71 SH**

Event Planning Program Philosophy and Objectives

The Event Planning Program will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

*Students planning to transfer to four-year degree will need to take a higher level math:
Auburn University	**MTH 115 - Pre-Calculus Algebra**
University of Alabama	**MTH 110 - Finite Math**
University of South Alabama	**MTH 110 - Finite Math**
Troy University	**MTH 112 - Pre-Calculus Algebra**

▪ Hospitality Administration - Pastry Baking Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: This program is designed to produce management personnel for the Pastry Baking industry.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101...........................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **6 SH**

Humanties Elective...................ART, MUS, THR, REL, or PHL...3
SPH 107 ....Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **10 SH**

Natural Science Elective 4
CIS 146.............................Microcomputer Applications..3
MTH 116 or higher*...................Mathematical Applications* 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Electives ....ANT, ECO, GEO, HIS, POL, PSY, or SOC 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **53 SH**

CUA 101...........................Orientation to Hospitality Profession 3
CUA 111...........................Foundations in Nutrition 3
CUA 116...........................Sanitation, Safety, and Food Service 3
CUA 125 or CUA 110 & 120.....Food Preparation or Basic Food Preparations and Lab 5
CUA 183...........................Culinary Art Sculpture...3
CUA 205...........................Garde Manger 3
CUA 213 ....Food Purchasing and Cost Control 3
HMM 241 ....Restaurant Service Management 3
HMM 260 ....Human Resources Management 3
PAS 100...........................Fundamentals of Baking...4
PAS 170 or PAS 171..................Essentials of Bread Baking or World Class Breads 3
PAS 173...........................Pastries I 3
PAS 175...........................Pastries II 3
PAS 177...........................Pastry Capstone..1
PAS 208...........................Advanced Baking...3
PAS 250...........................Field Experience 3
PAS Elective ....PAS Elective (on advisement) 3
ORI 101 ....Orientation to College 1

Total Hours ....**75 SH**

Pastry/Baking Program Philosophy and Objectives

The Culinary and Pastry Programs are designed to afford the necessary skills and knowledge to its diverse student body for success in today's ever-changing business world by integrating general education, professional skills, and career focused education. To this end, these programs will provide excellence in faculty, service, curricula, and facilities to equip students with the theoretical and applied tools necessary to become contributing members of society and to realize gainful employment in professional fields with strong growth potential.

*Students planning to transfer to four-year degree will need to take a higher level math:

Auburn University	**MTH 115 - Pre-Calculus Algebra**
University of Alabama	**MTH 110 - Finite Math**
University of South Alabama	**MTH 110 - Finite Math**
Troy University	**MTH 112 - Pre-Calculus Algebra**

▪ Pastry Baking ▪
Certificate Program

LENGTH: Three Semesters

PURPOSE: This program is designed to provide training and development of competencies for students enrolled in the program to comply with guidelines as set by the American Culinary Federation.

AREA I ....WRITTEN COMPOSITION .... 3 SH

ENG 101..................................English Composition I 3

AREA II ....HUMANITIES AND FINE ARTS... 3 SH

SPH 107..................................Fundamentals of Public Speaking 3

AREA III ....NATURAL SCIENCE AND MATHEMATICS................................... 6 SH

CIS 146....................................Microcomputer Applications...3
MTH 116 or higher.....................Mathematical Applications or higher 3

AREA IV ....HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES ....0 SH

AREA V ....PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 33 SH

CUA 101...................................Introduction to Hospitality Profession 3
CUA 111...................................Foundations in Nutrition 3
CUA 116...................................Sanitation, Safety, and Food Service 3
CUA 125 or...............................Food Preparation or 5
CUA 110 & CUA 120..................Basic Food Preparations and Lab
PAS 100 ....Fundamentals of Baking 4
PAS 173...................................Pastries I 3
PAS 208 ....Advanced Baking..3
Elective ....HMM Elective...3
Electives..................................PAS Elective (on advisement) 9

Total Hours .... 45 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/pastryge

▪ Airframe Technology ▪
Associate in Applied Science Degree
(Pending approval by SACSCOC)

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. Graduates earn an Associate in Applied Science Degree in Airframe Technology.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101...English Composition I 3

AREA II   HUMANITIES AND FINE ARTS.. **6 SH**

Humanties Elective...........................ART, MUS, THR, REL, or PHL...3
SPH 107..Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**

CIS 146 ....Microcomputer Applications...3
MTH 116 or MTH 100.......................Mathematical Applications or Intermediate College Algebra 3
MTH, CIS, or SCI Elective ....Math, Computer Science, or Natural Science Elective 3-4

AREA IV   HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... **3 SH**
PSY 200 ....General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**

AMT 100 ....Technical Preparation 5
AMT 101 ....Basic Electricity 5
AMT 102 ....Materials and Processes 5
AMT 110 ....Non-Metallic Structures and Welding 5
AMT 111 ....Aircraft Sheet Metal Structures 5
AMT 112 ....Airframe Systems I 5
AMT 113 ....Airframe Systems II 5
AMT 114 ....Airframe Systems III 5
AMT 115 ....Airframe Systems IV 5

Total Hours .... **67 SH**

▪ Airframe Systems ▪
Training Certificate
(Pending approval by SACSCOC)

LENGTH: Two Semesters

AMT 112 Airframe Systems I 5
AMT 113 Airframe Systems II 5
AMT 114 Airframe Systems III 5
AMT 115 Airframe Systems IV 5

Total Hours .... **20 SH**
*not eligible for federal aid

▪ Airframe Technology ▪
Certificate Program
(Pending approval by SACSCOC)

LENGTH: Four Semesters (Two-Year Program)

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101...................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS** .... **6 SH**

Humanties Elective....................ART, MUS, THR, REL, or PHL..3
SPH 107 ....Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **6 SH**

CIS 146 ....Microcomputer Applications...3
MTH 116 ....Mathematical Applications 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**

AMT 100 ....Technical Preparation 5
AMT 101 ....Basic Electricity 5
AMT 102 ....Materials and Processes 5
AMT 110 ....Non-Metallic Structures and Welding 5
AMT 111 ....Aircraft Sheet Metal Structures 5
AMT 112 ....Airframe Systems I 5
AMT 113 ....Airframe Systems II 5
AMT 114 ....Airframe Systems III..5
AMT 115 ....Airframe Systems IV 5

Total Hours .... **60 SH**

▪ Airframe Structure ▪
Training Certificate
(Pending approval by SACSCOC)

LENGTH: Two Semesters

AMT 100 ....Technical Preparation 5
AMT 101 ....Basic Electricity 5
AMT 102 ....Materials and Processes 5
AMT 110 ....Non-Metallic Structures and Welding 5
AMT 111 ....Aircraft Sheet Metal Structures 5

Total Hours .... **25 SH**

▪ Avionics Technology ▪
Associate in Applied Science Degree

LENGTH: Five Semesters (Two-Year Program)

PURPOSE: Students learn to install, troubleshoot, repair, and maintain communication and navigation radios, weather radars, autopilots, on-board computers, transponders, and other equipment associated with aircraft communications and navigation. Graduates earn an Associate in Applied Science Degree in Avionics Technology.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**
ENG 101...............................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **6 SH**
Humanties Elective...................ART, MUS, THR, REL, or PHL...3
SPH 107 ....Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**
CIS 146 ....Microcomputer Applications..3
MTH 116 or MTH 100................Mathematical Applications or Intermediate College Algebra 3
MTH, CIS, or SCI Elective ....Math, Computer Science, or Natural Science Elective 3-4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**...................................... **3 SH**
PSY 200 ....General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **54 SH**
AVT 111 ....Avionics Theory 6
AVT 112 ....Avionics Lab I 5
AVT 121 ....Principles of Solid State 5
AVT 131 ....Digital Concepts 4
AVT 141 ....Introduction to Avionics 2
AVT 142 ....Electronic Communications 4
AVT 148 ....Microprocessors and Interfacing 4
AVT 211 ....Pulse and Radar Circuits 4
AVT 212 ....Aircraft Installation/FAA Regulations.. 4
AVT 213 ....Aviation Communications 4
AVT 214 ....Navigation/ILS 4
AVT 215 ....DME Transponders...4
AVT 216 ....Autopilot Aircraft Systems 4

Total Hours ....**76 SH**

This is a career program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of aircraft operating, control, and electronic systems. Includes instruction in flight instrumentation, aircraft communications and homing systems, radar and other sensory systems, navigation aids, and specialized systems for various types of civilian and military aircraft.

▪ Avionics Technology ▪
Certificate Program

LENGTH: Four Semesters (Two-Year Program)

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101...English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **6 SH**

Humanties Elective....................ART, MUS, THR, REL, or PHL...3
SPH 107.......................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **6 SH**

CIS 146 ....Microcomputer Applications...3
MTH 116 ....Mathematical Applications..3

AREA IV   HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **54 SH**

AVT 111 ....Avionics Theory 6
AVT 112 ....Avionics Lab I 5
AVT 121 ....Principles of Solid State 5
AVT 131 ....Digital Concepts 4
AVT 141 ....Introduction to Avionics 2
AVT 142 ....Electronic Communications 4
AVT 148 ....Microprocessors and Interfacing 4
AVT 211 ....Pulse and Radar Circuits...4
AVT 212 ....Aircraft Installation/FAA Regulations 4
AVT 213 ....Aviation Communications 4
AVT 214. ....Navigation/ILS...4
AVT 215. ....DME Transponders...4
AVT 216 ....Autopilot Aircraft Systems 4

Total Hours **69SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Avionics - I ▪
*Training Certificate

LENGTH: Two Semesters

AVT 111 .... Avionics Theory 6
AVT 112 .... Avionics Lab I 5
AVT 121 .... Principles of Solid State 5
AVT 131 .... Digital Concepts 4
AVT 141 .... Introduction to Avionics 2

Total Hours .... **22 SH**

*not eligible for federal aid

▪ Avionics - II ▪
*Training Certificate

LENGTH: Two Semesters

AVT 142 .... Electronic Communications 4
AVT 148 .... Microprocessors and Interfacing 4
AVT 211 .... Pulse and Radar Circuits..4
AVT 212 .... Aircraft Installation/FAA Regulations 4
AVT 213 .... Aviation Communications 4

Total Hours .... **20 SH**

*not eligible for federal aid

▪ Avionics - III ▪
*Training Certificate

LENGTH: One Semester

AVT 214 .... Navigation/ILS 4
AVT 215 .... DME/Transponders 4
AVT 216 .... Autopilot Aircraft Systems 4

Total Hours .... **12 SH**

*not eligible for federal aid

▪ Powerplant Technology ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied Science Degree in Powerplant Technology. Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101.................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**.................................... **6 SH**

Humanties Elective....................ART, MUS, THR, REL, PHL..............................3
SPH 107 ....Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....9-10 SH

CIS 146 ....Microcomputer Applications...............................3
MTH 116 or MTH 100................Mathematical Applications or Intermediate College Algebra 3
MTH, CIS, or SCI Elective ....Math, Computer Science, or Natural Science Elective 3-4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

PSY 200 ....General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**

AMT 100 ....Technical Preparation...5
AMT 101 ....Basic Electricity...5
AMT 102 ....Materials and Processes...5
AMP 120 ....Engine Theory and Propellers...5
AMP 121 ....Reciprocating Engine Systems 5
AMP 122 ....Reciprocating Engine Overhaul 5
AMP 123 ....Reciprocating Engine Inspections...5
AMP 124 ....Turbine Engine Theory and Inspections...5
AMP 125 ....Turbine Engine Systems Overhaul...5

Total Hours .... **67 SH**

▪ Powerplant I ▪
Training Certificate (Pending approval by SACSCOC)

LENGTH: Two Semesters

AMP 120 ....Engine Theory and Propellers...5
AMP 121 ....Reciprocating Engine Systems 5
AMP 122 ....Reciprocating Engine Overhaul 5

Total Hours .... **15 SH**
*not eligible for federal aid

▪ Powerplant Technology ▪
Certificate
(Pending approval by SACSCOC)

LENGTH: Four Semester (Two-Year Program)

PURPOSE: This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied Science Degree in Powerplant Technology. Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.

AREA I ....WRITTEN COMPOSITION .... 3 SH

ENG 101	English Composition I	3

AREA II ....HUMANITIES AND FINE ARTS... 6 SH

Humanties Elective	ART, MUS, THR, REL, or PHL	3
SPH 107	Fundamentals of Public Speaking	3

AREA III ....NATURAL SCIENCES AND MATHEMATICS ....9-10 SH

CIS 146	Microcomputer Applications	3
MTH 116 or MTH 100	Mathematical Applications or Intermediate College Algebra	3
MTH, CIS, or SCI Elective	Math, Computer Science, or Natural Science Elective	3-4

AREA IV   HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 0 SH

AREA V ....PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 45 SH

AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
AMP 120	Engine Theory and Propellers	5
AMP 121	Reciprocating Engine Systems	5
AMP 122	Reciprocating Engine Overhaul	5
AMP 123	Reciprocating Engine Inspections	5
AMP 124	Turbine Engine Theory and Inspections	5
AMP 125	Turbine Engine Systems Overhaul	5

Total Hours .... 64 SH

▪ Powerplant II ▪
Training Certificate (Pending approval by SACSCOC)

LENGTH: Two Semesters

AMP 123	Reciprocating Engine Inspections	5
AMP 124	Turbine Engine Theory and Inspections	5
AMP 125	Turbine Engine Systems Overhaul	5

Total Hours .... 15 SH

*not eligible for federal aid

▪ Industrial Engineering Technology -
Heating and Air Conditioning Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: The Associate in Applied Science degree in Heating and Air Conditioning is an occupational degree, which introduces the principles of preventive, predictive, and corrective maintenance. Students will learn to perform troubleshooting and analysis on machinery used in various facilities and apply sound maintenance practices in all aspects of their work.

AREA I	WRITTEN COMPOSITION	3 SH
ENG 101	English Composition I	3

AREA II	HUMANITIES AND FINE ARTS	6 SH
Humanities Elective	ART 100, MUS 101, PHL 206, REL 151, or REL 152	3
SPH 107	Fundamentals of Public Speaking	3

AREA III	NATURAL SCIENCES AND MATHEMATICS	9-10 SH
MTH 116 or MTH 100	Mathematical Applications or Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Elective	MTH, SCI, CIS 130 or CIS 147	3-4

AREA IV	HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES	3 SH
Elective	History, Social, or Behavioral Science Elective	3
	ECO 231 .... Principles of Macroeconomics	
	ECO 232 .... Principles of Microeconomics	
	GEO 100 .... World Region Geography	
	POL 200 .... Introduction to Political Science	
	PSY 200 .... General Psychology	
	SOC 200 .... Introduction to Sociology	

AREA V	PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES	46 SH
IET 111	DC Fundamentals	3
IET 131	Fluid Power Systems	3
IET 143	Principles of Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
INT 117	Principles of Industrial Mechanics	3
WKO 107 or ORI 101	Work Place Skills Preparation or Orientation to College	1
WKO 110	NCCER Core	3
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 121	Principles of Electricity for HVAC/R	3
ACR 122	HVAC/R Electrical Circuits	3
ACR 126 or ACR 119	Commercial Heating Systems or Fundamentals of Gas Heating Systems	3
ACR 147	Refrigerant Transition and Recovery Theory	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 205	System Sizing and Air Distribution	3

Total Hours		**67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ HEATING AND AIR CONDITIONING ▪
Training Certificate

LENGTH: Two Semesters

ACR 111 .... Principles of Refrigeration 3
ACR 112 .... HVACR Service Procedures 3
ACR 119 or ACR 126 .... Fundamentals of Gas Heating Systems or Commercial Heating Systems 3
ACR 121 .... Principles of Electricity for HVAC/R 3
ACR 122 .... HVACR Electric Circuits 3
ACR 147 .... Refrigerant Transition and Recovery Theory 3
ACR 148 .... Heat Pump Systems I 3
ACR 149 .... Heat Pump Systems II 3
ACR 205 .... System Sizing and Air Distribution 3

Total Hours .... **27 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/airconditioningge

▪ HVAC Basic Technology ▪
Training Certificate

LENGTH: One Semester

ACR 111 .... Principles of Refrigeration 3
ACR 112 .... HVACR Service Procedures 3
ACR 121 .... Principles of Electricity for HVAC/R 3
ACR 147 .... Refrigerant Transition and Recovery Theory 3
ACR 148 .... Heat Pump Systems I 3

Total Hours .... **15 SH**

*not eligible for federal aid

For Gainful Employment information, visit www.CoastalAlabama.edu/airconditioningge

▪ HVAC Advanced Technology ▪
Training Certificate

LENGTH: One Semester

ACR 122 .... HVAC/R Electrical Circuits 3
ACR 119 or ACR 126 .... Fundamentals of Gas Heating Systems or Commercial Heating Systems 3
ACR 149 .... Heat Pump Systems II 3
ACR 205 .... System Sizing and Air Distribution 3
WKO 107 .... Work Place Skills Preparation 1

Total Hours .... **13 SH**

*not eligible for federal aid

For Gainful Employment information, visit www.CoastalAlabama.edu/airconditioningge

▪ Industrial Engineering Technology -
Welding Technology Concentration ▪
Associate in Applied Science Degree

LENGTH: Six Semesters (Two-Year Program)

PURPOSE: The Associate in Applied Science degree in Welding Technology is designed to prepare individuals for employment in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101.............................. English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**.. **6 SH**

Humanities Elective.................... ART 100, MUS 101, PHL 206, REL 151, or REL 152......................................3
SPH 107 .... Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**

MTH 116 or MTH 100 .... Mathematical Applications or Intermediate College Algebra 3
CIS 146................................ Microcomputer Applications 3
Elective .... MTH, SCI, CIS 130 or CIS 147... 3-4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective .... History, Social, or Behavioral Science Elective...3
                              ECO 231 .... Principles of Macroeconomics
                              ECO 232 .... Principles of Microeconomics
                              GEO 100 .... World Region Geography
                              POL 200........ Introduction to Political Science
                              PSY 200........ General Psychology
                              SOC 200 .... Introduction to Sociology

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

IET 143 .... ▪ Principles of Electricity 3
INT 117................................ Principles of Industrial Mechanics 3
WDT 108.............................. Shielded Metal Arc Fillet/OFC 3
WDT 122.............................. Shielded Metal Arc Filliet/OFC Lab 3
WDT 109.............................. Shielded Metal Arc Fillet/PAC/CAC 3
WDT 123.............................. Shielded Metal Arc Fillet/PAC/CAC Lab 3
WDT 120.............................. Shielded Metal Arc Welding Groove..3
WDT 119.............................. Gas Metal Arc/Flux Cored Arc Welding...3
WDT 124.............................. Gas Metal Arc/Flux Cored Arc Welding Lab 3
WDT 115.............................. GTAW Carbon Pipe 3
WDT 217.............................. SMAW Carbon Pipe...3
WDT 116.............................. GTAW Stainless Pipe..3
WDT Electives........................... WDT Electives (see advisor) 6
WKO 107.............................. Work Place Skills Preparation 1
WKO 110.............................. NCCER Core..3

Total Hours .... **67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Welding Technology ▪
Certificate Program

LENGTH: Four Semesters

PURPOSE: The Certificate in Welding Technology is designed to prepare individuals for employment in the field of welding. The program is competency based that includes both theory and hands on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

Choose one of the following English courses:
ENG 101	English Composition I	3
COM 100	Introductory Technical English I	3

AREA II ....**HUMANITIES AND FINE ARTS**.. **6 SH**

SPH 107	Fundamentals of Public Speaking	3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **6 SH**

CIS 146	Microcomputer Applications	3

Choose one of the following math courses:
MTH 116	Mathematical Applications	3
MTH 100	Intermediate College Algebra	3
MAH 101	Introductory Math I	3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **48 SH**

WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 122	Shielded Metal Arc Filliet/OFC Lab	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WDT 110 or WDT 228	Industrial Blueprint Reading or Gas Tungsten Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	Shielded Metal Arc Welding Groove Lab	3
WDT 115	GTAW Carbon Pipe	3
WDT 116	GTAW Stainless Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
WKO 110	NCCER Core	3

Total Hours .... **63 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/weldinglongge

▪ Basic Plate Welding ▪
Training Certificate

LENGTH: Two Semesters

WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/OFC	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 120	Shielded Metal Arc Welding Groove	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125	GTAW Carbon Pipe Lab	3
WKO 110	NCCER Core	3

Total Hours .... 27 SH

For Gainful Employment information, visit www.CoastalAlabama.edu/plateweldingge

▪ Pipe Welding ▪
Training Certificate

LENGTH: Two Semesters

WDT 110 or WDT 228	Industrial Blueprint Reading or Gas Tungsten Arc Welding	3
WDT 115	GTAW Carbon Pipe	3
WDT 116	GTAW Stainless Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 156	GTAW Stainless Pipe Lab	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
WDT Electives	See Advisor	6

Total Hours .... 27 SH

▪ Basic Plate Welding - SMAW Fillet Welds ▪
Training Certificate

LENGTH: One Semester

WDT 108	Shielded Metal Arc Fillet/OFC	3
WDT 109	Shielded Metal Arc Fillet/PAC/CAC	3
WDT 123	Shielded Metal Arc Fillet/PAC/CAC Lab	3
WDT 122	Shielded Metal Arc Fillet/OFC Lab	3
WKO 110	NCCER Core	3

Total Hours .... 15 SH

*not eligible for federal aid

For Gainful Employment information, visit www.CoastalAlabama.edu/plateweldingge

▪ Basic Plate Welding - GMAW/FCAW/SMAW ▪
Training Certificate

ENGTH: One Semester

WDT 119 .... Gas Metal Arc/Flux Cored Arc Welding 3
WDT 120 .... Shielded Metal Arc Welding Groove 3
WDT 124 .... Gas Metal Arc/Flux Cored Arc Welding Lab 3
WDT 125 .... Shielded Metal Arc Welding Groove Lab 3

Total Hours .... **12 SH**

*not eligible for federal aid

For Gainful Employment information, visit www.CoastalAlabama.edu/plateweldingge

▪ Pipe Welding ▪
Training Certificate

LENGTH: One Semester

WDT 217 .... SMAW Carbon Pipe 3
WDT 257 .... SMAW Carbon Pipe Lab 3
WDT 110 or WDT 228 .... Industrial Blueprint Reading or Gas Tungsten Arc Welding 3

Total Hours .... **9 SH**

*not eligible for federal aid

▪ Industrial Engineering Technology -
Electrical and Instrumentation Technology Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: The Electrical and Instrumentation Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of instrumentation technology.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101............................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS** .... **6 SH**

Humanities Elective...................ART 100, MUS 101, PHL 206, REL 151, or REL 152..........................3
SPH 107..............................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**

MTH 116 or MTH 100................Mathematical Applications or Intermediate College Algebra 3
CIS 146................................Microcomputer Applications 3
Elective ....MTH, SCI, CIS 130 or CIS 147...3-4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective ....History, Social, or Behavioral Science Elective................................3
                                    ECO 231 .... Principles of Macroeconomics
                                    ECO 232 .... Principles of Microeconomics
                                    GEO 100 .... World Region Geography
                                    POL 200........ Introduction to Political Science
                                    PSY 200........ General Psychology
                                    SOC 200 .... Introduction to Sociology

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

IET 111 ....DC Fundamentals...3
IET 122 ....Rotating Machinery and Controls 3
IET 131 ....Fluid Power Systems...3
IET 143 ....Principles of Electricity 3
ILT 108................................Introduction to Instruments and Process Control............................3
ILT 114 or ....Instrumentation Operation and Calibration or
ILT 110................................Advanced Industrial Process Control Technology............................3
ILT 166................................Motors and Transformers I...3
ILT 214................................Control and Troubleshooting Flow, Level, Temp, Pressure & Level Processes 3
INT 117................................Principles of Industrial Mechanics 3
ELT 212 ....Motor Controls II...3
ELT 231 ....Introduction to Programmable Controllers....................................3
ELT 232 ....Advanced Programmable Controllers..3
Elective ....ELT, IET, ILT, INT, or ACR 3
Elective ....ELT, IET, ILT, INT, or ACR 3
WKO 107 or ORI 101................Work Place Skills Preparation or Orientation to College...................1
WKO 110..............................NCCER Core...3

Total Hours .... **67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Electrical Technology ▪
Training Certificate

LENGTH: Two Semesters

ELT 212	Motor Controls II	3
ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
IET 111	DC Fundamentals	3
IET 122	Rotating Machinery and Controls	3
IET 143	Principles of Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
ILT 114	Instrumentation Operation and Calibration	3
WKO 110	NCCER Core	3

Total Hours .... 27 SH

▪ Industrial Engineering Technology ▪
Training Certificate

LENGTH: Two Semesters

ELT 212	Motor Controls II	3
IET 111	DC Fundamentals	3
IET 122	Rotating Machinery and Controls	3
IET 131	Fluid Power Systems	3
IET 143	Principles of Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
INT 117	Principles of Industrial Mechanics	3
Elective	ACR, ELT, IET, ILT, or INT	3
WKO 110	NCCER Core	3

Total Hours .... 27 SH

▪ Advanced Process Controls ▪
Training Certificate
(Not eligible for federal aid)

LENGTH: Two Semesters

ELT 231	Introduction to Programmable Controllers	3
ELT 232	Advanced Programmable Controllers	3
ELT 233	Applied Programmable Controls	3
ILT 110	Advanced Industrial Process Control Technology	3
ILT 115	Advanced Industrial Controls	3
ILT 180	Special Topics	3
ILT 214	Control and Troubleshooting Flow, Level, Temperature, Pressure & Level	3
ILT 215	PLC Monitoring and Control of Instrumentation Process Variables	3
ILT 218	Industrial Robotics Concepts	3

Total Hours .... 27 SH

▪ Industrial Engineering Technology - Industrial Maintenance Technology ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

PURPOSE: The Industrial Maintenance/Millwright Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of industrial maintenance and/or millwright positions .

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101.................................... English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **6 SH**

Humanities Elective.................... ART 100, MUS 101, PHL 206, REL 151, or REL 152..............................3
SPH 107.................................... Fundamentals of Public Speaking 3

AREA III .... **NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**

MTH 116 or MTH 100................ Mathematical Applications or Intermediate College Algebra 3
CIS 146.................................... Microcomputer Applications 3
Elective .... MTH, SCI, CIS 130, or CIS 147... 3-4

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective .... History, Social, or Behavioral Science Elective...3
                                        ECO 231 .... Principles of Macroeconomics
                                        ECO 232 .... Principles of Microeconomics
                                        GEO 100 .... World Region Geography
                                        POL 200........ Introduction to Political Science
                                        PSY 200........ General Psychology
                                        SOC 200....... Introduction to Sociology

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**

IET 111 .... DC Fundamentals...3
IET 131 .... Fluid Power Systems 3
IET 143 .... Principles of Electricity 3
ILT 108 .... Introduction to Instruments and Process Control.......................................3
INT 106 .... Elements of Industrial Mechanics 3
INT 117 .... Principles of Industrial Mechanics 3
INT 126 or INT 132 .... Preventative Maintenance or Preventative and Predictive Maintenance..............3
INT 127 .... Principles of Industrial Pumps and Piping Systems 3
INT 134.................................... Principles of Industrial Maintenance Welding & Metal Cutting Techniques 3
INT 153.................................... Precision Machining Fundamentals I 3
INT 218.................................... Special Lab in Hydraulics and Pneumatics 2
INT 232.................................... Manufacturing Plant Utilities 3
Elective .... ACR, ELT, IET, ILT, or INT 3
Elective .... ACR, ELT, IET, ILT, or INT 3
WKO107 or ORI 101.................. Work Place Skills Preparation or Orientation to College.............................1
WKO 110.................................... NCCER Core..3

Total Hours .... **66-67 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Industrial Maintenance/Millwright Technology ▪
Training Certificate

LENGTH: Two Semesters

IET 111	DC Fundamentals	3
IET 131	Fluid Power Systems	3
IET 143	Principles of Electricity	3
INT 117	Principles of Industrial Mechanics	3
INT 126 or IET 132	Preventative Maintenance or Preventative and Predictive Maintenance	3
INT 127	Principles of Industrial Pumps and Piping Systems	3
INT 153	Precision Machining Fundamentals I	3
INT 232	Manufacturing Plant Utilities	3
WKO 110	NCCER Core	3

Total Hours .... 27 SH

For Gainful Employment information, visit www.CoastalAlabama.edu/industrialmaintenancege

▪ Basic Industrial Maintenance Technology ▪
Training Certificate

LENGTH: Two Semesters

IET 111	DC Fundamentals	3
IET 131	Fluid Power Systems	3
IET 143	Principles of Electricity	3
INT 117	Principles of Industrial Mechanics	3
INT 158	Industrial Wiring I	3
WKO 110	NCCER Core	3

Total Hours .... 18 SH

*not eligible for federal aid

For Gainful Employment information, visit www.CoastalAlabama.edu/industrialmaintenancege

▪ Industrial Engineering Technology -
Machine Technology Concentration ▪
Associate in Applied Science Degree

LENGTH: Six-Semesters (Two-Year Program)

LOCATION: Thomasville Campus

PURPOSE: The Machine Technology program is designed to help students exit the program with hands-on skills and knowledge recognized by industry partners as the key competencies to succeed in the field of machinist.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101	English Composition I	3

AREA II ....**HUMANITIES AND FINE ARTS** .... **6 SH**

Humanities Elective	ART 100, MUS 101, PHL 206, REL 151, or REL 152	3
SPH 107	Fundamentals of Public Speaking	3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** ....**9-10 SH**

MTH 116 or MTH 100	Mathematical Applications or Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Elective	MTH, SCI, CIS 130, or CIS 147	3-4

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective	History, Social, or Behavioral Science Elective	3
	ECO 231 .... Principles of Macroeconomics	
	ECO 232 .... Principles of Microeconomics	
	GEO 100 .... World Region Geography	
	POL 200........ Introduction to Political Science	
	PSY 200........ General Psychology	
	SOC 200 .... Introduction to Sociology	

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

IET 111	DC Fundamentals	3
IET 131	Fluid Power Systems	3
IET 143	Principles of Electricity	3
INT 106	Elements of Industrial Mechanics	3
INT 117	Principles of Industrial Mechanics	3
MTT 108	Machine Handbook Functions I	3
MTT 121	Basic Print Reading for Machinist	3
MTT 134	Lathe Operations I	3
MTT 135	Lathe Operations I Lab	3
MTT 137	Milling I	3
MTT 139	Basic Computer Numerical Control	3
MTT 140	Basic Computer Numerical Control Turning Programming I	3
MTT 147	Introduction to Machine Shop I	3
MTT 148	Introduction to Machine Shop I Lab	3
WKO 107 or ORI 101	Work Place Skills Preparation or Orientation to College	1
WKO 110	NCCER Core	3

Total Hours .... **67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Machine Tool Technology ▪
Training Certificate

LENGTH: Two Semesters

MTT 108....................................Machine Handbook Functions I 3
MTT 121....................................Basic Print Reading for Machinist..3
MTT 134....................................Lathe Operations I..3
MTT 135....................................Lathe Operations I Lab...3
MTT 137....................................Milling I...3
MTT 139....................................Basic Computer Numerical Control...3
MTT 140....................................Basic Computer Numerical Control Turning Programming I 3
MTT 147....................................Introduction to Machine Shop I 3
MTT 148....................................Introduction to Machine Shop I Lab 3

Total Hours .... **27 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/machinetechge

▪ Building Construction Technology ▪
Training Certificate
(Not eligible for federal aid)

LENGTH: Two Semesters

BUC 111....................................Basic Construction Layout 3
CAR 111....................................Construction Basics 3
CAR 112....................................Floors, Walls and Site Preparation..3
CAR 113....................................Floors, Walls and Site Preparation Lab.......................................3
CAR 114....................................Construction Basics Lab 3
CAR 131....................................Roof and Ceiling Systems 3
CAR 133....................................Roof and Ceiling Systems Lab 3
WKO 110....................................NCCER Core...3

Total Hours .... **24 SH**

▪ Construction Electricity Technology ▪
Training Certificate

LENGTH: Two Semesters

ELT 114 ....Residental Wiring Methods 3
ELT 115 ....Residental Wiring Methods II 3
ELT 131 ....Wiring I Commercial and Industrial 3
IET 111 ....DC Fundamentals..3
IET 122 ....Rotating Machinery and Controls 3
IET 143 ....Principles of Electricity 3
ILT 227 ....National Electric Code..2
INT 117....................................Principles of Industrial Mechanics 3
INT 158....................................Industrial Wiring I..3

Total Hours .... **26 SH**

▪ Landscape Design and Management ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: Landscape graduates will be trained to work as landscape designers, salespeople, installation and maintenance supervisors, and interior specialists. Upon graduation, horticulture majors will be eligible to enter lower level management positions in nurseries, lawn and garden centers, pest control services, and other related areas of ornamental horticulture.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101.............................. English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**.. **6 SH**

ART 100 or MUS 101................. Art Appreciation or Music Appreciation.................................3
SPH 107.. Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **10 SH**

BIO 103 .... Principles of Biology I...4
CIS 146... Microcomputer Applications..3
MTH 116 or higher .... Mathematical Applications or higher.............................3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

PSY 200 .... General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**

LOM 110 .... Introduction to the Horticulture......................................3
LOM 115 .... Soils and Fertilizers 3
LOM 125 .... Turf Management...3
LOM 130 .... Landscape Design I 3
LOM 136 .... Residential Landscape Design 3
LOM 137 .... Commercial Landscape Design 3
LOM141 .... Landscape Maintenance 2
LOM 151 .... Landscape Plant Materials 3
LOM 190 .... Landscape Operations Shop and Equipment Management 3
LOM 225 .... Irrigation Concepts...3
LOM 230 .... Landscape Design II 3
LOM 231 .... Landscape Construction II...............................3
LOM 244 .... Landscape Construction III...............................3
LOM 261 .... Pest and Weed Control.......................................3
LOM 240 .... Landscape Project Planning 4
LOM 291 .... Internship - Landscape Operations......................3
LOM 292 .... Internship - Landscape Operations......................3
WKO 107....................................... Work Place Skills Preparation 1

Total Hours...**74 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Landscape Technology ▪
Certificate Program

LENGTH: Three Semesters

PURPOSE: This program is designed to prepare students to accept positions as designers, salespeople, installation and maintenance foremen, and interior specialists. Graduates may also work in nurseries, lawn and garden centers, pest control services, and other related areas of landscaping and ornamental horticulture where jobs are plentiful.

AREA I ....**WRITTEN COMPOSITION** ....**3 SH**

ENG 101	English Composition I	3

AREA II ....**HUMANITIES AND FINE ARTS**...**3 SH**

SPH 107	Fundamentals of Public Speaking	3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS**...**10 SH**

BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
MTH 116 or higher	Mathematical Applications or higher	3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** ....**0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** ....**39 SH**

LOM 110	Introduction to the Horticulture	3
LOM 115	Soils and Fertilizers	3
LOM 125	Turf Management	3
LOM 130	Landscape Design I	3
LOM 136	Residential Landscape Design	3
LOM 141	Landscape Maintenance	2
LOM 151	Landscape Plant Materials	3
LOM 190	Landscape Operations Shop and Equipment Management	3
LOM 225	Irrigation Concepts	3
LOM 231	Landscape Construction II	3
LOM 244	Landscape Construction III	3
LOM 261	Pest and Weed Control	3
LOM 291	Internship - Landscape Operations	3
WKO 107	Work Place Skills Preparation	1

Total Hours ....**55 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/landscapege

▪ Landscape Design ▪
Training Certificate

LENGTH: One Semester

PURPOSE: .... This program is designed to prepare students for entry level employment in the landscape industry.

ADMISSION: Admission to this training certificate program is open to all who declare this major.

LOM 130	Landscape Design I	3
LOM 136	Residential Landscape Design	3
LOM 230	Landscape Design II	3
WKO 107	Work Place Skills Preparation	1

Total Hours ....**10 SH**

*not eligible for federal aid

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Turfgrass Management ▪
Training Certificate

LENGTH: .... One Semester

PURPOSE: .... This program is designed to prepare students for entry level employment in the landscape industry.

ADMISSION: .... Admission to this training certificate program is open to all who declare this major.

LOM 125	Turfgrass Management	3
LFM 148	Sports Turf Management	3
TRF 151	Golf Course Management	3

Total Hours ....**9 SH**

*not eligible for federal aid

his is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Landscape Operations Management -
Horticulture Concentration ▪

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: Landscape graduates will be trained to work as landscape designers, salespeople, installation and maintenance supervisors, and interior specialists. Upon graduation, horticulture majors will be eligible to enter lower level management positions in nurseries, lawn and garden centers, pest control services, and other related areas of ornamental horticulture.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**
ENG 101...................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**.. **6 SH**
ART 100 or MUS 101.................Art Appreciation or Music Appreciation...3
SPH 107....................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **10 SH**
BIO 103 ....Principles of Biology I...4
CIS 146.....................................Microcomputer Applications..3
MTH 116 or BUS 150.................Mathematical Applications or Business Math 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**
PSY 200 ....General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**
LOM 110 ....Introduction to the Horticulture...3
LOM 115 ....Soils and Fertilizers 3
LOM 125 ....Turf Management...3
LOM 130 ....Landscape Design I 3
LOM 141 ....Landscape Maintenance 2
LOM 151 ....Landscape Plant Materials 3
LOM 190 ....Landscape Operations Shop and Equipment Management 3
LOM 225 ....Irrigation Concepts..3
LOM 231 ....Landscape Construction II 3
LOM 244 ....Landscape Construction III 3
LOM 261 ....Pest and Weed Control..3
LOM 120 ....Plant Propagation..3
LOM 291 ....Internship - Landscape Operations...3
LOM 292 ....Internship - Landscape Operations...3
TRF 156....................................Nursery Production..3
WKO 107..................................Work Place Skills Preparation 1

Total Hours...**67 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Landscape Operations Management -
Golf Course and Turf Management Concentration ▪
Associate in Applied Science Degree

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: Landscape graduates will be trained to work as landscape designers, salespeople, installation and maintenance supervisors, and interior specialists. Upon graduation, horticulture majors will be eligible to enter lower level management positions in nurseries, lawn and garden centers, pest control services, and other related areas of ornamental horticulture.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101	English Composition I	3

AREA II ....**HUMANITIES AND FINE ARTS**.. **6 SH**

ART 100 or MUS 101	Art Appreciation or Music Appreciation	3
SPH 107	Fundamentals of Public Speaking	3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **10 SH**

BIO 103	Principles of Biology I	4
CIS 146	Microcomputer Applications	3
MTH 116 or higher	Mathematical Applications or higher	3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

PSY 200	General Psychology	3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**

LOM 110	Introduction to the Horticulture	3
LOM 115	Soils and Fertilizers	3
LOM 125	Turf Management	3
LOM 130	Landscape Design I	3
LOM 141	Landscape Maintenance	2
LOM 151	Landscape Plant Materials	3
LOM 190	Landscape Operations Shop and Equipment Management	3
LOM 225	Irrigation Concepts	3
LOM 231	Landscape Construction II	3
LOM 244	Landscape Construction III	3
LOM 261	Pest and Weed Control	3
LFM 148	Sports Turf Management	3
LFM 298	Internship - Golf Course Management	3
LFM 299	Internship - Golf Course Management	3
TRF 151	Golf Course Management	3
WKO 107	Work Place Skills Preparation	1

Total Hours..**67 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Golf Course and Turf Management ▪
Certificate Program

LENGTH: Three Semesters

PURPOSE: This program is designed to prepare students to enter careers in Golf Course Management with excellent opportunities to advance to assistant superintendents, golf course construction supervisors or specialists in the allied areas of turf management, including sod production and athletic field management.

AREA I .... **WRITTEN COMPOSITION** .... **3 SH**

ENG 101 .... English Composition I 3

AREA II .... **HUMANITIES AND FINE ARTS** .... **3 SH**

SPH 107 .... Fundamentals of Public Speaking 3

AREA III .... **NATURAL SCIENCE AND MATHEMATICS** .... **10 SH**

BIO 103 .... Principles of Biology I...4
CIS 146....................................... Microcomputer Applications...3
MTH 116 or higher .... Mathematical Applications or higher...3

AREA IV .... **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V .... **PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **36 SH**

LFM 148....................................... Sports Turf Management 3
LOM 115 .... Soils and Fertilizers 3
LOM 125 .... Turf Management...3
LOM 141 .... Landscape Maintenance 2
LOM 231 .... Landscape Construction II...3
LOM 244 .... Landscape Construction III...3
LOM 151 .... Landscape Plant Materials...3
LOM 190 .... Landscape Operations Shop and Equipment Management 3
LOM 225 .... Irrigation Concepts...3
LOM 261 .... Pest and Weed Control...3
LOM 291 .... Internship - Landscape Operations...3
TRF 151....................................... Golf Course Management 3
WKO 107....................................... Work Place Skills Preparation 1

Total Hours .... **52 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/turfge

▪ Automotive Body Repair ▪
Certificate

LENGTH: Three Semesters

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

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

COM 100..Introductory Technical English I..3

AREA II ....**HUMANITIES AND FINE ARTS**.. **4 SH**

SPH 107...Fundamentals of Public Speaking 3
ORI 101..Orientation to College 1

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **3 SH**

MAH 101.......................................Introductory Math I..3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **45 SH**

ABR 111...Non-Structural Repair 3
ABR 114...Non-Structural Panel Replacement 3
ABR 122...Surface Preparation 3
ABR 123...Paint Application and Equipment 3
ABR 151...Safety and Enrvironmental Practices 3
ABR 154...Automotive Glass and Trim...3
ABR 156...Automotive Cutting and Welding 3
ABR 213...Automotive Structural Analysis 3
ABR 214...Automotive Structural Repair 3
ABR 223...Automotive Mechanical Components 3
ABR 224...Automotive Electrical Components 3
ABR 255...Steering and Suspension 6
ABR 258...Heating and A/C in Collision Repair 3
ABR 265...Paint Defects and Final Repairs 3

Total Hours ....**55 SH**

Clock Hours **2,063**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/autobodylongge

▪ Automotive Body Repair ▪
Training Certificate

LENGTH: Two Semesters

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

ADMISSION: Admission to this training certificate program is open to all who declare this major.

ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 214	Automotive Structural Repair	3
ABR 265	Paint Defects and Final Repair	3

Total Hours .... 24 SH

Clock Hours 900

For Gainful Employment information, visit www.CoastalAlabama.edu/autobodyshortge

▪ Automotive Technology ▪
Training Certificate
(Not eligible for federal aid)

LENGTH: Two Semesters

PURPOSE: This Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. The training certificate program prepares graduates for entry-level positions that include technician or apprentice technician in an automotive dealership, technicians for repair and services establishments.

ASE 101	Fundamentals of Automotive Repair	3
ASE 121	Braking Systems	3
ASE 122	Steering, Suspension and Alignment	3
ASE 124	Automotive Engines	3
ASE 162	Electrical and Electronic Systems	3
ASE 212	Advanced Electrical and Electronic Systems	3
ASE 239	Engine Performance	3
ASE 246	Automotive Emissions	3
WKO 107	Workplace Preparation Skills	1

Total Hours .... 25 SH

▪ Masonry ▪
Certificate

LENGTH: Three Semesters

PURPOSE: The Masonry Progam will prepare students for careers in bricklaying and the building industry.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**
COM 100.............................Introductory Technical English I...3

AREA II ....**HUMANITIES AND FINE ARTS**... **4 SH**
SPH 107................................Fundamentals of Public Speaking 3
ORI 101.................................Orientation to College 1

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **3 SH**
MAH 101...............................Introductory Math I...3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **0 SH**

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**
MAS 111................................Masonry Fundamentals 3
MAS 121...............................Brick/Block Fundamentals I 3
MAS 131...............................Brick/Block Fundamentals II 3
MAS 151...............................Brick/Block Fundamentals III 3
MAS 161...............................Block Masonry Lab...3
MAS 162...............................Brick Masonry Lab..3
MAS 171...............................Residential/Commerical Masonry 3
MAS 181...............................Special Topics in Masonry 3
MAS 182...............................Special Topics in Masonry 3
MAS 183...............................Special Topics in Masonry 3
MAS 211...............................Stone Masonry...3
MAS 251...............................Stone Masonry Lab..3
MAS 252...............................Fireplace Construction...3
MAS 253...............................Brick Arches Lab 3

Total Hours ....**52 SH**

Clock Hours **1,950**

For Gainful Employment information, visit www.CoastalAlabama.edu/masonryge

▪ Masonry ▪
Training Certificate

LENGTH: Two Semesters

MAS 111................................Masonry Fundamentals 3
MAS 121...............................Brick/Block Fundamentals I 3
MAS 131...............................Brick/Block Fundamentals II 3
MAS 151...............................Brick/Block Fundamentals III 3
MAS 171...............................Residential/Commerical Masonry 3
MAS 181...............................Special Topics in Masonry 3
MAS 182...............................Special Topics in Masonry 3
MAS 183...............................Special Topics in Masonry 3
MAS 211...............................Stone Masonry...3

Total Hours ....**27 SH**

Clock Hours **1,012**

▪ Paper and Chemical Technology ▪
Associate in Applied Science Degree

LENGTH: Six Semesters (Two-Year Program)

PURPOSE: The Paper and Chemical Technology Program is designed to prepare students for entry level jobs in paper and chemical process industries.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101	English Composition I	3

AREA II ....**HUMANITIES AND FINE ARTS** .... **6 SH**

Humanities Elective	ART 100, MUS 101, PHL 206, REL 151, or REL 152	3
SPH 107	Fundamentals of Public Speaking	3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS** .... **10 SH**

CHM 104 or higher	Introduction to Inorganic Chemistry	4
CIS 146	Microcomputer Applications	3
MTH 116 or higher	Mathematical Applications or higher	3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

Elective	History, Social, or Behavioral Science Elective	3
	ECO 231 .... Principles of Macroeconomics	
	ECO 232 .... Principles of Microeconomics	
	GEO 100 .... World Region Geography	
	POL 200 .... Introduction to Political Science	
	PSY 200 .... General Psychology	
	SOC 200 .... Introduction to Sociology	

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **46 SH**

IET 111	DC Fundamentals	3
IET 131	Fluid Power Systems	3
IET 143	Principles of Electricity	3
ILT 108	Introduction to Instruments and Process Control	3
INT 117	Principles of Industrial Mechanics	3
INT 215	Troubleshooting Techniques	3
PCT 120	Pulp Manufacturing Technology	3
PCT 122	Introduction to Process Technology	3
PCT 135	Paper Manufacturing Technology	3
PCT 210	Environmental Control Technology	3
PCT 221	Unit Operations	3
PCT 231	Statistical Process Control	3
Electives	ELT, IET, ILT, INT, or PCT	6
WKO 107 or ORI 101	Workplace Skills Preparation or Orientation to College	1
WKO 110	NCCER Core	3

Total Hours .... **68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Paper and Chemical Technology ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The Paper and Chemical Technology Program is designed to prepare students for entry level jobs in paper and chemical process industries.

INT 215	Troubleshooting Techniques	3
PCT 120	Pulp Manufacturing Technology	3
PCT 122	Introduction to Process Technology	3
PCT 135	Paper Manufacturing Technology	3
PCT 210	Environmental Control Technology	3
PCT 221	Unit Operations	3
PCT 231	Statistical Process Control	3
Electives	ELT, IET, ILT, INT or PCT	6

Total Hours .... 27 SH

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/paperchemtechge

▪ Child Development ▪
Training Certificate

LENGTH: One Semester

CHD 100	Introduction of Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3

Total Hours .... 9 SH

*not eligible for federal aid

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Cosmetology ▪
Certificate Program

LENGTH: Four Semesters

PURPOSE: Cosmetology is the scientific study and practice of beauty culture. A major part of cosmetology is devoted to learning and mastering essential knowledge and basic skills for treating the skin, scalp, hair, and nails. This program has been carefully constructed to give students knowledged and skills that are required to become a licensed cosmetologist.

ADMISSION REQUIREMENT:

    Cosmetology applicants must have an approved health card, including a negative TB skin test.

AREA I ....WRITTEN COMPOSITION .... 3 SH

ENG 100 or ENG 101 .... Vocational Technical Enligh I or English Composition I 3

AREA II   HUMANITIES AND FINE ARTS.. 0 SH

AREA III ....NATURAL SCIENCE AND MATHEMATICS... 3 SH

MAH 101 or higher......................Introductory Math I or higher...3

AREA IV ....HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 0 SH

AREA V ....PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES .... 42 SH

COS 111	Introduction to Cosmetology	3
COS 112	Introduction to Cosmetology Lab	3
COS 113	Theory of Chemical Services	3
COS 114	Chemical Services Lab	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 117	Basic Spa Techniques	3
COS 118	Basic Spa Techniques Lab	3
COS 123	Cosmetology Salon Practices	3
COS 133	Salon Management Technology	3
COS 144	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
COS 152	Nail Care Applications	3
COS 167	State Board Review	3

Total Hours .... 48 SH

Clock Hours 1,800

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

▪ Dental Assisting ▪
Associate in Applied Science Degree with Certificate Option

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program prepares individuals to assist with the care of dental patients under direct supervision of a dentist. Dental assistants help with the provision of patient care, business office administration and laboratory procedures. Dental assistants hold a vital role in the dental healthcare team. Responsibilities include: recording patient's dental and health history, taking and recording vital signs, patient reassurance, treatment and instrument preparation, mixing and transferring dental materials, processing and sterilizing instruments, maintaining infection control, maintaining inventory control, exposing and processing radiographs, dental equipment maintenance, and providing patients pre-op, post-op and oral hygiene instructions. The program is accredited by the Commission on Dental Accreditation and currently holds the status of "approval without reporting requirements". Students are required to take the Dental Assisting National Board Infection Control Exam, the Radiation Health and Safety Exam, and General Chairside Exam.

PROGRAM EXPECTATIONS:

      Students are expected to comply with the guidelines established in both the Allied Health and Dental Assisting Program policy manuals.

PROGRAM COSTS:

      Refer to the Dental Assisting Program on Coastal Alabama's website at www.CoastalAlabama.edu for a complete list of costs.

ADMISSION REQUIREMENTS:

      1. Meet all the general admission requirements of Coastal Alabama. 2. Eligibility for ENG 101 and MTH 100.   3. Minimum GPA of 2.3 for the last 24 credit hrs of college coursework, or minimum cumulative GPA of 2.5 high school without college coursework. 4. Submit Coastal Alabama application to Admissions Office before July 1st. 5. Submit official transcript from all colleges attended and high school, or GED, by July 1st. 6. Submit Dental Assisting Program application with unofficial transcripts to program director by July 1st. Include DAT Physical Exam form and DAT Immunization form. No blue cards accepted. 7. Must consent to random drug testing, background check and maintenance of Healthcare CPR. (consent to be signed at mandatory DAT orientation).

SELECTION: There are 25 available spaces. The point system to determine admittance to the Dental Assisting Program is as follows: 1. Points for GPA on 4.0 scale. Minimum 2.3 in last 24 credit hours college work and minimum cumulative 2.5 GPA high school. 2. ENG101, MTH100, PSY200 and SPH107, one point each for completion with a 'C' or higher. 3. MTH100, MTH110, MTH112, OR MTH265, an additional 5 points. If the above components are met, additional points will be awarded as follows: 4. CIS146, ART or MUS101, SOC 200 one point each for completion with a 'C' or higher. 5. BIO103, three points for an 'A', two points for a 'B', one point for a 'C'. 6. BIO201, BIO202, BIO220, CHM104, an additional five points each, if completed with a 'C' or higher. 6. PSY210, three points for completion with a 'C' or higher.

DEGREE: A certificate is awarded upon completion of the DAT courses, ENG101, MTH100, PSY200, and SPH107 for a total of 48 credit hours. Students may work as dental assistants after successful completion of the certificate. Additional requirements for the Associate of Applied Science degree are ART or MUS, CIS, BIO103, and SOC200.

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101..............................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**... **6 SH**

ART 100 or MUS 101................Art Appreciation or Music Appreciation..3
SPH 107...............................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCES AND MATHEMATICS** .... **10 SH**

BIO 103 ....Principles of Biology I...4
CIS Elective...........................Computer Science Elective 3
MTH 100 or more advanced.....Intermediate College Algebra or more advanced...............................3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **6 SH**

PSY 200 ....General Psychology 3
SOC 200................................Introduction to Sociology...3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **36 SH**

DAT 100 ....Introduction to Dental Assisting..2
DAT 101*..............................Pre-Clinical Procedures I 3
DAT 102*..............................Dental Materials 3
DAT 103 ....Dental Anatomy and Physiology...3
DAT 104 ....Basic Sciences for Dental Assisting 2
DAT 111 ....Clinical Practice I 5
DAT 112**.............................Dental Radiology..3
DAT 113 ....Dental Health Education...2
DAT 116 ....Pre-Clinical Procedures II 3
DAT 121 ....Dental Office Procedures...3
DAT 122 ....Clinical Practice II 4
DAT 126 ....Dental Assisting Seminar...3

Total Hours .... **61 SH**

*Procedures taught to Laboratory competence

**Procedures taught to Clinical competence.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/dentalge

▪ Nursing RN (Associate Degree Nurse) with Practical Nurse Option ▪
Associate in Applied Science Degree with Certificate

LENGTH: Five Semesters (Two-Year Program)

PURPOSE: This is a full-time day program designed to prepare students to practice as competent registered nurses (RN) after passing the licensure exam. Students who successfully complete the first three semesters (45 credit hours) are awarded a Practical Nursing (PN) Certificate and are eligible to take the licensure exam to become a LPN. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense of a felony, has abused drugs or alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS:

To be eligible, applicants must be in good standing and in active status at Coastal Alabama, have original transcripts from all schools attended in the Registrar's Office, hold a minimum GPA of 2.5 for the academic core courses in the program or cumulative 2.5 GPA if a high school student without prior college coursework, and be eligible for English Composition I and Intermediate College Algebra. Students are selected based on the following point system:

1. Score on ACT with a minimum composite of 18 required,
2. Three points for an 'A', two for a 'B', and one for a 'C' in English Composition I, Intermediate College Algebra, and Anatomy & Physiology I and II,
3. One point each for completion of Human Growth and Development, Speech, Microbiology, and a Humanities with a 'C' or higher,
4. Three points for completion of a higher level Math or Chemistry with a 'C' or higher,
5. Three points for completing courses at Coastal Alabama Community College.

A separate nursing application is required. Application deadlines, application packets, information sessions, and ACT registration dates are available on Coastal Alabama's website. Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential functions, record of immunizations, proof of medical insurance and American Heart CPR. All nursing courses must be passed with a minimum of 75 ("C") in order to progress in the program. A nursing testing fee will be assessed each semester.

▪ Nursing RN (Associate Degree Nurse) with Practical Nurse Option ▪
Associate in Applied Science Degree with Certificate
(Continued)

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101............................English Composition I 3

AREA II ....**FINE ARTS AND HUMANITIES**... **6 SH**

SPH 107............................Fundamentals of Public Speaking 3
Elective ....Art, Music, Philosophy, Religion, or Foreign Language.................3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS**...............................**15 SH**

BIO 201 ....Human Anatomy and Physiology I...4
BIO 202 ....Human Anatomy and Physiology II..4
BIO 220 ....Microbiology...4
MTH 100 or more advanced.....Intermediate College Algebra or more advanced..................3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

PSY 210 ....Human Growth & Development...3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **39 SH**

NUR 112............................Fundamentals of Nursing Concepts...7
NUR 113............................Nursing Concepts I..8
NUR 114............................Nursing Concepts II...8
NUR 115............................Evidence Based Clinical Reasoning 2
NUR 211............................Advanced Nursing Concepts...7
NUR 221............................Advanced Evidence Based Clinical Reasoning................................7

Total Hours .... **66 SH**

It is highly recommended that students take the biology courses and other general education courses prior to beginning the nursing coursework.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study therefore it is not subject to the terms and conditions of STARS.

For Gainful Employment information, visit www.CoastalAlabama.edu/lpnge

▪ Nursing Mobility (LPN and Paramedic to ADN) ▪
Associate in Applied Science Degree
(Starting Fall 2017)

LENGTH: Three Semesters

PURPOSE: This is a day program designed to prepare licensed paramedics and licensed practical nurses to practice as competent registered nurses after successful completion of the licensure exam. Licensure by the Boards of Nursing may be denied if an applicant has been convicted of a criminal offense, has abused drugs/alcohol, has a history of chemical dependency or mental illness, has been placed on the federal abuse registry, or has been administratively discharged from the armed services.

ADMISSION REQUIREMENTS:

To be eligible, applicants must be in good standing and in active status at Coastal Alabama, have original transcripts from all schools attended in the Registrar's Office, hold a minimum GPA of 2.5 for the academic core courses in the program, and have either a valid unencumbered Alabama Paramedic or Practical Nursing License. Pre-requisites are English Composition I, Intermedicate College Algebra or higher level math, Anatomy & Physiology I and II, Speech, Human Growth and Development. Students are selected based on the following point system:

1. Score on ACT with a minimum composite of 18 required
2. Grades are awarded three points for an 'A', two for a 'B', and one for a 'C' in English Composition I, Intermediate College Algebra, and Anatomy & Physiology I and II
3. One point each for completion of Human Growth and Development, Speech, Microbiology, and a Humanities with a 'C' or higher
4. Three points for completion of a higher level Math or Chemistry with a 'C' or higher
5. Three points for completing courses at Coastal Alabama Community Colleg.

A separate nursing application is required. Application deadlines, application packets, information sessions, and ACT registration dates are available on Coastal Alabama's website. Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential functions, record of immunizations, proof of medical insurance and American Heart CPR. All nursing courses must be passed with a minimum of 75 ("C") in order to progress in the program. A nursing testing fee will be assessed each semester.

▪ Nursing Mobility (LPN and Paramedic to ADN) ▪
Associate in Applied Science Degree
(continued)

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101................................English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**.. **6 SH**

SPH 107................................Fundamentals of Public Speaking 3
Humanities Elective..................Art, Music, Philosophy, Religion, or Foreign Language................................3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS**......................................**15 SH**

BIO 201 ....Human Anatomy and Physiology I...4
BIO 202 ....Human Anatomy and Physiology II..4
BIO 220 ....Microbiology 4
MTH100 or more advanced......Intermediate College Algebra or more advanced 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** ....**6 SH**

PSY 200 ....General Psychology..3
PSY 210 ....Human Growth and Development..3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** ....**36 SH**

NUR 209................................Concepts for Healthcare Transition Students..10
NUR 211................................Advanced Nursing Concepts...7
NUR 221................................Advanced Evidence Based Clinical 7
Non-traditional Credit*..12

Total Hours ....**66 SH**

*Upon successful completion of all Area I-V credit hours, students are awarded 12 non-traditional credit hours.

This is a career program. It is designed for students to be able to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, other courses will not transfer. Since this program is not designed to be a transfer program of study, it is not subject to the terms and conditions of STARS.

▪ Paramedic ▪
Associate in Applied Science Degree with Certificate Option
See Program Advisor*

LENGTH: Two-Year Program

PURPOSE: This is a full-time program designed to provide students the opportunity to acquire knowledge, skills and attitudes necessary to enter and progress in the Emergency Medical Services (EMS) occupation as employees of pre-hospital care providers and other health care facilities that provide emergency medical care. Upon successful completion of the program, students are eligible to take the National Registry Examination as administered by the National Registrar of Emergency Medical Technicians. Course curriculum subject to change without prior notice.

ADMISSION REQUIREMENTS:

1.   Unconditional Admission to the College

2.   Receipt of completed application for the Paramedic program

3.   Possession of a current NREMT-Advanced or Alabama AEMT License prior to the beginning of the clinical component

4.   Minimum 2.0 GPA in all previous EMS coursework

5.   Good standing with the College

6.   Meeting the Essential Functions or Technical Standards required for EMS

7.   Prerequisite courses are English Composition I, Intermediate College Algebra, Anatomy & Physiology I and II.

Once admitted, students must provide a background check, drug screening, medical insurance, immunization records and a physical exam. All general education requirements must be completed prior to the last semester of the program. Current, unencumbered NREMT or Alabama EMT license is acceptable credit for EMS 118 and EMS 119. Documents must be presented to Admissions/Registrar to receive credit.

SEE ADVISOR ABOUT PREREQUISITE REQUIREMENTS AND COURSES

DEGREE: The courses listed below are required for an Associate in Applied Science Degree. The EMS courses, ENG 101, SPH 107, MTH 100, BIO 201, and a Humanities elective, are required for a Certificate Degree for a total of 64 credit hours. Students may take the licensure exam after completion of either degree and work as a paramedic once licensed.

Course curriculum subject to changes without prior notice. This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore it is not subject to the terms and conditions of STARS.

▪ Paramedic ▪
Associate in Applied Science Degree with Certificate Option
See Program Advisor*

AREA I ....**WRITTEN COMPOSITION** .... **3 SH**

ENG 101.................................. English Composition I 3

AREA II ....**HUMANITIES AND FINE ARTS**...................................... **6 SH**

SPH 107.................................. Fundamentals of Public Speaking 3
Elective .... ART 100 or MUS 101 3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS**................................... **11 SH**

BIO 201 .... Human Anatomy and Physiology I...4
BIO 202 .... Human Anatomy and Physiology II..4
MTH 100 or MTH 112.................. Intermediate College Algebra or Precalculus Algebra 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**

PSY 200 .... General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **47 SH**

EMS 118 .... Emergency Medical Technician 9
EMS 119 .... Emergency Medical Technician Clinical 1
EMS 155 .... Advanced Emergency Medical Technician 7
EMS 156 .... Advanced Emergency Medical Technician Clinical............................2
EMS 241 .... Paramedic Cardiology 3
EMS 242 .... Paramedic Patient Assessment 2
EMS 244 .... Paramedic Clinical I 1
EMS 245 .... Paramedic Medical Emergencies...3
EMS 246 .... Paramedic Trauma Management..3
EMS 247 .... Paramedic Special Populations 2
EMS 248 .... Paramedic Clinical II 3
EMS 253 .... Paramedic Transition to the Workforce...2
EMS 254 .... Advanced Competencies for Paramedic..2
EMS 255 .... Paramedic Field Preceptorship..5
EMS 256 .... Paramedic Team Leadership...1
EMS 257 .... Paramedic Applied Pharmacology 1

Total Hours .... **70 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/paramedicge

▪ Emergency Medical Technician ▪
Training Certificate

LENGTH: One Semester

PURPOSE: This program is designed to prepare students for employment as Emergency Medical Technicians at the basic level. Upon completion of the training certificate, graduates are eligible to sit for the National Registry examination. An Alabama Basic EMT license is obtained by passing this examination.

ADMISSION REQUIREMENTS:

Unconditional admission to Coastal Alabama Community College and student who:
1. Declare an EMT Training Certificate major
2. Provide an acceptable physical examination by a licensed medical doctor
3. Meet the essential functions listed for EMS per the Alabama Department of Public Health
4. Provide immunization records as mandated

Students must achieve 75%, or higher, in all EMS coursework to advance within the program.

EMS 118 .... Emergency Medical Technician 9
EMS 119 .... Emergency Medical Technician Clinical 1

Total Hours .... **10 SH**

*Not eligible for federal aid

▪ Advanced Emergency Medical Technician ▪
Training Certificate

LENGTH: One Semester

PURPOSE: This program is designed to prepare students for employment as Emergency Medical Technicians at the advanced level. Upon completion of the training certificate, graduates are eligible to sit for the National Registry examination. An Alabama Advanced EMT license is obtained by passing this examination.

ADMISSION REQUIREMENTS:

Unconditional admission to Coastal Alabama Community College and who:
1. Declare an AEMT Training Certificate major
2. Provide an acceptable physical examination by a licensed medical doctor
3. Meet the essential functions listed for EMS per the Alabama Department of Public Health
4. Provide immunization records as mandated
5. Hold an unencumbered, active Alabama Basic EMT license prior to the start of classes.

Once admitted students must provide a background check, drug screening, medical insurance, immunization records and a physical exam. Students must achieve 75%, or higher, in all EMS coursework to advance within the program.

EMS 155 .... Advanced Emergency Medical Technician...7
EMS 156 .... Advanced Emergency Medical Technician Clinical...2

Total Hours .... **9 SH**
*not eligible for federal aid

▪ Surgical Technology ▪
Associate in Applied Science Degree with Certificate Option

LENGTH: Four Semesters (Two-Year Program)

PURPOSE: This program is designed to prepare competent entry-level surgical technologists for employment as members of the surgical team in any surgical facility setting. Program instruction includes cognitive, psychomotor, and affective learning domains. Students may obtain their Certification as a Surgical Technologist after successful completion of this program and upon passing the national certification examination. Students will relate theoretical knowledge to the care of patients undergoing surgery and will develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; and assist surgeons with surgical procedures. Employment opportunities may be attained in labor/delivery departments, inpatient/outpatient surgery centers, hospital surgery departments, physicians' offices, and central supply departments.

ADMISSION REQUIREMENTS:

        Students accepted into the program will be required to provide the following: drug screening, background checks, physical exam showing ability to meet essential functions (as outlined in the surgical technology application), proof of medical insurance and record of immunizations. Admission is for Fall Semester of each year. Prerequisite: HPS 105 Medical Terminology, and BIO 201 Anatomy and Physiology I. Surgical technology applications are located on the Coastal Alabama website. The courses listed below are required for an Associate in Applied Science Degree. The SUR courses, ENG 101, SPH 107, BIO 201, BIO 202, MTH 100, HPS 105, and BIO 220 are required for a Certificate Degree for a total of 59 credit hours. Students are eligible to take the certification exam and work as surgical technologists upon completion of either degree.

AREA I ....**WRITTEN COMPOSITION** .... **6 SH**
ENG 101...............................English Composition I 3
ENG 102...............................English Composition II 3

AREA II ....**HUMANITIES AND FINE ARTS**.. **3 SH**
SPH 107................................Fundamentals of Public Speaking 3

AREA III ....**NATURAL SCIENCE AND MATHEMATICS**.. **11 SH**
BIO 201 ....Human Anatomy and Physiology I..4
BIO 202 ....Human Anatomy and Physiology II...4
MTH 100 or more advanced.....Intermediate College Algebra or more advanced 3

AREA IV ....**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** .... **3 SH**
PSY 200 ....General Psychology 3

AREA V ....**PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES** .... **42 SH**
OAD 211...............................Medical Terminology..3
BIO 220 ....General Microbiology 4
SUR 100................................Principles of Surgical Technology 5
SUR 101................................Introduction to Surgical Technology 3
SUR 103................................Surgical Procedures 5
SUR 104................................Surgical Practicum I..4
SUR 105................................Surgical Practicum II...5
SUR 106................................Role Transition in Surgical Technology 1
SUR 107................................Surgical Anatomy & Physiology 3
SUR 108................................Pharmacology for the Surgical Technologist 2
SUR 205................................Surgical Practicum IV 5
SUR 210................................Special Topics in Surgical Technology 2

Total Hours .... **65 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/surgtechge

▪ Veterinary Technology ▪
Associate in Applied Science Degree

LENGTH: Five Semesters (Two-Year Program)

PURPOSE: This program is designed to provide students the opportunity to acquire knowledge, skills and attitudes necessary to enter the Veterinary Technology services occupation as employees of veterinary offices and clinics. Upon completion of the program, students are eligible to sit for the licensure exam as administered by the Alabama State Board of Veterinary Medical Examiners.

ADMISSION REQUIREMENTS:

Admission is Spring Semester. A separate veterinary technology application is due by November 1. To be eligible applicants must: 1. be unconditionally admitted to Coastal Alabama or currently enrolled and in good standing, 2. have submitted all transcripts to admissions, 3. have completed or be in the process of completing at least 5 of the required general education courses with a grade of 'C' or higher, 4. provide proof of medical insurance. Students are required to attend a mandatory orientation after accepted. Completion of the above requirements does not guarantee admission into the program. Enrollment is limited to students who have fulfilled all application requirements. Students must have access to a computer with high speed internet connection and provide own transportation to clinical sites. It is highly recommended that students shadow in a veterinary office prior to enrollment.

The Veterinary Technology Program at Coastal Alabama Community College is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

AREA I ....WRITTEN COMPOSITION .... 3 SH
ENG 101*....................................English Composition I* 3

AREA II ....HUMANITIES AND FINE ARTS... 6 SH
SPH 107*....................................Fundamentals of Public Speaking* 3
ART 100 or MUS 101................Art Appreciation or Music Appreciation..3

AREA III ....NATURAL SCIENCE AND MATHEMATICS.......................................10 SH
BIO 103*......................................Principles of Biology I* 4
MTH 100 or more advanced*...Intermediate College Algebra or more advanced* 3
CIS 146*......................................Microcomputer Applications* 3

AREA IV ....HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .... 3 SH
Social Science Elective ....Social Science..3

AREA V ....PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES ....52 SH
VET 110..Veterinary Tech Clinics I 2
VET 112..Introduction to Veterinary Technology..5
VET 114..Clinical Anatomy and Physiology of Animals.......................................5
VET 120..Veterinary Tech Clinics II 3
VET 122..Veterinary Tech Emergency and First Aid...5
VET 124..Clinical Procedures and Pathology 4
VET 126..Animal Disease and Immunology 3
VET 230..Veterinary Tech Clincis III 3
VET 232..Anesthesia and Diagnostic Imaging 4
VET 234..Animal Pharmacology and Toxicology 3
VET 236..Veterinary Microbiology/Parasitology 3
VET 240..Veterinary Tech Clinics IV 3
VET 242..Animal Nutrition and Laboratory Animals...3
VET 244..Seminar in Veterinary Technology 3
VET 250..Veterinary Tech Preceptorship 3

Total Hours ....74 SH

CORRECTIONAL EDUCATION

Coastal Alabama Community College offers Adult Education and Adult Literacy programs and Career Technical programs for inmates at the William C. Holman Correctional Facility, G.K. Fountain Correctional Facility, and J.O. Davis Correctional Facility. Available only to the incarcerated who have apporpriate educational credentials, Career Technical programs include Small Engine Repair, Cainetmaking, Auto Body Repair, Automotive Repair, Barbering, and Welding. Adult Literacy and Adut Basic Education classes are offered, which can lead to passage of the GED test. For further information about Coastal Alabama's Correctional Education programs, please contact Mr. Roger Chandler at 251-575-8223.

Correctional Education Policy

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

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

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

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

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

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

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

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

Instructional Sites

The College has a site that is located behind the G. K. Fountain Correctional Center. G. K. Fountain is a security Level IV institution. The general population has a custody no higher than medium and no more than two violent convictions. The capacity enrollment for the technical students is 350. The following technical and adult education programs are offered at Fountain:

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

The College has a second site that is located within the Holman Unit which is a security Level V institution for maximum, close, and medium custody offenders who have demonstrated an ability to adjust to an institutional environment. Inmates in punitive segrega- tion and those under death sentence are also confined at this institution. Other custody inmates may be confined at Holman in order to provide for the effective operation of the institution. This is one of four facilities housing inmates with life without parole. Adult education and GED classes are offered at Holman.

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

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

▪ **Automotive Body Repair** ▪
Training Certificate

LENGTH: Two Semesters

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

ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Panel Replacement	3
ABR 122	Surface Preparation	3
ABR 123	Paint Application and Equipment	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 214	Automotive Structural Repair	3
ABR 265	Paint Defects and Final Repairs	3

Total Hours .... 24 SH

For Gainful Employment information, visit www.CoastalAlabama.edu/autobodyshortge

▪ **Automotive Mechanics** ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The Automotive Mechanics curriculum is designed to develop technicians capable of doing high quality maintenance work and diagnosing technical difficulties.

AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering and Suspension	3
AUM 124	Automotive Engines	3
AUM 130	Drive Train and Axles	3
AUM 239	Engine Performance	3
AUM 246	Automotive Emissions	3

Total Hours .... 24 SH

▪ Cabinetmaking ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The Cabinetmaking curriculum covers classroom and shop experiences involving layout, fabrication, assembly, installation, and also repair of kitchen cabinets, furniture, store fixtures and office equipment.

CAB 101 .... Introduction to Cabinetmaking 3
CAB 102 .... Introduction to Lumber and Wood Products 3
CAB 103 .... Sizes, Dimensions and Joints 3
CAB 110 .... Equipment Maintenance 3
CAB 140 .... Woodfinishing Fundamentals 3
CAB 204 .... Cabinet Making and Millwork 3
CAB 211 .... Cabinet Installation and Trim Work 3
CAB 230 .... Estimating Costs in Cabinetmaking 3

Total Hours .... **24 SH**

▪ Masonry ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The Masonry Training Certificate Progam will provide students with basic bricklaying and masonry skills.

MAS 111 .... Masonry Fundamentals 3
MAS 121 .... Brick/Block Fundamentals I 3
MAS 131 .... Brick/Block Fundamentals II 3
MAS 151 .... Brick/Block Fundamentals III 3
MAS 171 .... Resident/Commerical Masonry 3
MAS 181 .... Special Topics in Masonry 3
MAS 182 .... Special Topics in Masonry 3
MAS 183 .... Special Topics in Masonry 3
MAS 211 .... Stone Masonry 3

Total Hours .... **27 SH**

For Gainful Employment information, visit www.CoastalAlabama.edu/masonryge

▪ Commercial Food Services ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The Commerical Food Service Program offers extensive training in most all facets of food prepara-
               tion and serving. Students will learn about nutrition, menu planning, short order cooking, restaurant
               operation quantity foods, and how to plan for and prepare every sort of menu item from seafood
               and dairy products to exotic desserts.

CFS 101 .... Orientation to the Hospitality Profession 3
CFS 110 .... Basic Food Preparation 3
CFS 111 .... Foundations in Nutrition 3
CFS 112 .... Sanitation, Safety, and Food Service 2
CFS 115 .... Advanced Food Preparation 3
CFS 120 .... Basic Food Preparation Lab 2
CFS 182 .... Special Topics in Commerical Food Services 3
CFS 201 .... Meat Preparation and Processing 2
CFS 204 .... Foundations of Baking 3
CFS 213 .... Food Purchasing and Cost Control 3

Total Hours .... **27 SH**

▪ BARBERING ▪
Training Certificate

LENGTH: Two Semesters

PURPOSE: The Barbering Program offers the student both theory and practical experience in all phases of
               hair cutting and styling, shampooing, massaging, facials, and scalp treatment.

BAR 110 .... Orientation to Barbering 3
BAR 111 .... Introduction to Barbering Lab 3
BAR 112 .... Science of Barbering 3
BAR 113 .... Fundamentals of Barbering Applications 3
BAR 114 .... Barber-Styling Lab 3
BAR 115 .... Cutting and Styling Techniques 3
BAR 120 .... Properties of Chemistry 3
BAR 130 .... Marketing and Business Management 3

Total Hours .... **24 SH**

Additional Electives:

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

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COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Note: Numbers to the right of the course name indicate credit hours. Numbers in parentheses represent the ratio of theory/experimental/and manipulative hours credit, i.e., 4 (3-1-0) indicates a 4 credit hour course with three 1-hour lectures and one 1-hour experimental lab period.

Alabama Community College System Transfer Code designations are as follows:

- **Code A:** Approved transfer courses in Areas I-IV that are common to all institutions.
- **Code B:** Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.
- **Code C:** Potential Area V transfer courses that are subject to approval by respective receiving institutions.

ACCOUNTING (ACC)

ACC 129 - INDIVIDUAL INCOME TAXES
3 Credits (2-2-0)
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course. Prerequisite: None.

ACC 140 - PAYROLL ACCOUNTING
2 Credits (1-2-0)
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. Prerequisite: None.

ADVANCED MANUFACTURING (ADM)

ADM 101 - PRECISION MEASUREMENT
3 Credits (2-2-0)
This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. Prerequisite: None.

ADM 106 - QUALITY CONTROL CONCEPTS
3 Credits (2-2-0)
This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing. Prerequisite: None.

ADM 116 - INTRODUCTION TO CATIA
3 Credits (3-0-0)
Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course. It is expected that all new users of CATIA will require this course. Prerequisite: None.

ADM 212 - INTERMEDICATE CATIA
3 Credits (3-0-0)
Explores the techniques for using CATIA v5/6 to produce working level of engineering drawings. Detail and assembly drawings are created with attention focused on proper views, text, dimensions, tolerances, bills of material, borders and title blocks. Weldments, flat patterns and other special practices are also examined. Prerequisite: None.

ADM 261 - REVERSE ENGINEERING
3 Credits (1-4-0)
During this course students learn the process of quality control inspection of parts and uses of reverse engineering processes employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). Emphasis is on using applicable software to produce 3D models or converting scanned images into 3D models; using CMM for parts inspection and generating points cloud for 3D modeling; interfacing generated models with reverse engineering methods. Prerequisite: None.

AIR CONDITIONING/REFRIGERATION (ACR)

ACR 111 - PRINCIPLES OF REFRIGERATION
3 Credits (1-4-0)
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. Prerequisite: None. This is a CORE course.

ACR 112 - HVACR SERVICE PROCEDURES
3 Credits (1-4-0)
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws. Prerequisite: None. This is a CORE course.

ACR 119 - FUNDAMENTALS OF GAS HEATING SYSTEMS
3 Credits (1-4-0)
This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications. Prerequisite: None. This is a CORE course.

ACR 121 - PRINCIPLES OF ELECTRICITY FOR HVACR
3 Credits (1-4-0)
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air

conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. Prerequisite: None. This is a CORE course.

ACR 122 - HVACR ELECTRIC CIRCUITS

3 Credits (1-4-0)

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

ACR 126 - COMMERCIAL HEATING SYSTEMS
3 Credits (1-4-0)

This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, student should be able to troubleshoot and perform general maintenance on commercial heating systems. Prerequisite: None. This is a CORE course.

ACR 148 - HEAT PUMP SYSTEMS I
3 Credits (1-4-0)

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications. Prerequisite: None. This is a CORE course.

ACR 149 - HEAT PUMP SYSTEMS II
3 Credits (1-4-0)

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion student should be able to install and service heat pumps. Prerequisite: ACR148. This is a CORE course.

ACR 205 - SYSTEM SIZING AND AIR DISTRIBUTION
3 Credits (1-4-0)

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements. Prerequisite: None. This is a CORE course.

AIRFRAME - POWERPLANT (AMP)

AMP 120 - ENGINE THEORY AND PROPELLERS
5 Credits (3-6-0)

This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is based on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines, be able to demonstrate an understanding of propeller fundamentals, and remove, troubleshoot, and install propellers. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course.

AMP 121 - RECIPROCATING ENGINE SYSTEMS
5 Credits (3-6-0)

This course focuses on the inspection, troubleshooting, and repair of engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion,

students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems. Prerequisite: AMT100, AMT101, and AMT102. This is a CORE course.

AMP 122 - RECIPROCATING ENGINE OVERHAUL
5 Credits (3-6-0)

This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly, and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upone completion, students should be able to overhall a reciprocating engine. Prerequisite: None. This is a CORE course.

AMP 123 - RECIPROCATING ENGINE INSPECTION
5 Credits (3-6-0)

This course is a study of engine instruments, electrical systems, and ignition systems and aircraft powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines. Prerequisite: AMT100, AMT101, and AMT102. This is a CORE course.

AMP 124 - TURBINE ENGINE THEORY AND INSPECTION
5 Credits (3-6-0)

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Borescope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course. Code C

AMP 125 - TURBINE ENGINE SYSTEMS OVERHAUL
5 Credits (3-6-0)

This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot and repair turbine engine systems, remove and install engines in test cells and airframes, explain engine analysis and troubleshooting techniques, and describe correct procedures for rigging and running a turbine engine. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course.

AMP 127 - POWERPLANT PROGRAM REVIEW AND COMPREHENSIVE TESTING
0.5 Credits (0.5-0-0)

This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or powerplant courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Powerplant written examination. Prerequisites: AMT100, AMT101, AMT102, AMP120, AMP121, AMP122, AMP123, AMP124, and AMP125.

AIRFRAME TECHNOLOGY (AMT)

AMT 100 - TECHNICAL PREPARATION
5 Credits (3-6-0)

This course introduces basic information necessary for entering

students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications. Prerequisite: None. This is a CORE course.

AMT 101 - BASIC ELECTRICITY
5 Credits (3-6-0)
This course provides a study of electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries. Prerequisite: None.

AMT 102 - MATERIALS AND PROCESSES
5 Credits (3-6-0)
This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create, and interpret aircraft drawings. Prerequisite: None. This is a CORE course.

AMT 110 - NON-METALLIC STRUCTURES AND WELDING
5 Credits (3-6-0)
This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces, to wood surfaces, and to composite and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite repairs, and make repairs to steel structures using various welding methods. Prequisites: AMT100, AMT101, and AMT102. This is a CORE course.

AMT 111 - AIRCRAFT SHEETMETAL STRUCTURES
5 Credits (3-6-0)
This course introduces aircraft sheetmetal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheetmetal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheetmetal; install special rivets and fasteners; and, inspect and repair sheetmetal structures. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course.

AMT 112 - AIRFRAME SYSTEMS I
5 Credits (3-6-0)
This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and, inspect, troubleshoot, and repair lighting, communication, and navigation systems. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course.

AMT 113 - AIRFRAME SYSTEMS II
5 Credits (3-6-0)
This course introduces aircraft inclement weather control, fire protection and fuel systems as well as on cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain, and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot, and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course.

AMT 114 - AIRFRAME SYSTEMS III
5 Credits (3-6-0)
This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, antiskid and electrical braking systems, and position and warning systems. Prerequesites: AMT100, AMT101, and AMT102. This is a CORE course.

AMT 115 - AIRFRAME SYSTEMS IV
5 Credits (3-6-0)
This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble, and rig aircraft structures, and determine the condition of airframes, airframe systems, and components. Prerequisites: AMT100, AMT101, and AMT102. This is a CORE course. Code C

AMT 117 - AIRFRAME PROGRAM REVIEW AND COMPREHENSIVE TESTING
0.5 Credits (0.5-0-0)
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or airframe courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Airframe written examination. Prerequisites: AMT100, AMT101, AMT102, AMT110, AMT111, AMT112, AMT113, AMT114, and AMT115.

ANTHROPOLOGY (ANT)

ANT 200 - INTRODUCTION TO ANTHROPOLOGY
3 Credits (3-0-0)
This course is a survey of physical, social, and cultural development and behavior of human beings. Prerequisite: None. Code A

ANT 210 - PHYSICAL ANTHROPOLOGY
3 Credits (3-0-0)
This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations. Prerequisite: None. Code A

ART (ART)

Studio courses must be taken in sequence except with the permission of the instructor.

ART 100 - ART APPRECIATION
3 Credits (3-0-0)
This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original artwork. Upon completion, students should understand the fundamentals of art, the materials used, and a basic overview of the history of art. Prerequisite: None. Code A

ART 113 - DRAWING I
3 Credits (0-6-0)
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. Prerequisite: None. Code B

ART 114 - DRAWING II
3 Credits (0-6-0)
This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. Prerequisite: ART113. Code B

ART 121 - TWO DIMENSIONAL COMPOSITION I
3 Credits (0-6-0)
This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Prerequisite: None. Code B

ART 122 - TWO DIMENSIONAL COMPOSITION II
3 Credits (0-6-0)
This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Prerequisite: ART121. Code B

ART 127 - THREE DIMENSIONAL COMPOSITION
3 Credits (0-6-0)
This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms. Prerequisite: ART113 or ART121. Code B

ART 133 - CERAMICS I
3 Credits (0-6-0)
This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics. Prerequisite: None. Code C

ART 175 - DIGITAL PHOTOGRAPHY
3 Credits (1-6-0)
This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos. Prerequisite: None. Code C

ART 203 - ART HISTORY I
3 Credits (3-0-0)
This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. Prerequisite: None. Code A

ART 204 - ART HISTORY II
3 Credits (3-0-0)
This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. Prerequisite: None. Code A

ART 220 - INTRODUCTION TO COMPUTER GRAPHICS
3 Credits (0-6-0)
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity, and the understanding of various graphic software. Upon completion, students should demonstrate knowledge of computer graphics through production on a graphic program in a computer environment. Prerequisite: None. Code C

ART 233 - PAINTING I
3 Credits (0-6-0)
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. Prerequisite: None. Code B

ART 234 - PAINTING II
3 Credits (0-6-0)
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. Prerequisite: ART233. Code C

ART 253 - GRAPHIC DESIGN I
3 Credits (0-6-0)
This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication. Prerequisite: None. Code C

ART 254 - GRAPHIC DESIGN II
3 Credits (0-6-0)
This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas. Prerequisite: ART253. Code C

ART 275 - ADVANCED DIGITAL PHOTOGRAPHY
3 Credits (1-6-0)
This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects. Prerequisite: ART175. Code C

ART 299C - ART PORTFOLIO
3 Credits (0-6-0)

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills. Prerequisite: None. Code C

AUTOMOTIVE (ASE)

ASE 101 - FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY
3 Credits (1-4-0)

This course provides basic instruction in Fundamentals of Automotive Technology. Prerequisite: None. This is a CORE course.

ASE 121 - BRAKING SYSTEMS
3 Credits (1-4-0)

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. Prerequisite: None. This is a CORE course.

ASE 122 - STEERING AND SUSPENSION
3 Credits (1-4-0)

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. Prerequisite: None. This is a CORE course.

ASE 124 - AUTOMOTIVE ENGINES
3 Credits (1-4-0)

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four-stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. Prerequisite: None. This is a CORE course.

ASE 162 - ELECTRICAL AND ELECTRONIC SYSTEMS
3 Credits (1-4-0)

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. Prerequisite: None. This is a CORE course.

ASE 212 - ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS
3 Credits (1-4-0)

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components. Prerequisite: None.

ASE 239 - ENGINE PERFORMANCE
3 Credits (1-4-0)

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. Prerequisite: None. This is a CORE course.

ASE 246 - AUTOMOTIVE EMISSIONS
3 Credits (1-4-0)

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. Prerequisite: None.

AUTOMOTIVE BODY REPAIR (ABR)

ABR 111 - NON-STRUCTURAL REPAIR
3 Credits (1-4-0)

Students are introduced to basic principles of nonstructural panel repairs. Topics include shop safety, identification and use of hand/power tools, panel preparation, sheet metal repairs, and materials. Prerequisite: None.

ABR 114 - NON-STRUCTURAL PANEL REPLACEMENT
3 Credits (1-4-0)

Students are introduced to the principles of nonstructural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods. Prerequisite: None.

ABR 122 - SURFACE PREPARATION
3 Credits (1-4-0)

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures. Prerequisite: None.

ABR 123 - PAINT APPLICATION AND EQUIPMENT
3 Credit (1-4-0)

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat. Prerequisite: None.

ABR 151 - SAFETY AND ENVIROMENTAL PRACTICES
3 Credits (1-4-0)

This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. Prerequisite: None. This is a CORE course.

ABR 154 - AUTOMOTIVE GLASS AND TRIM
3 Credits (1-4-0)

This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass. Prerequisite: None.

ABR 156 - AUTOMOTIVE CUTTING AND WELDING
3 Credits (1-4-0)

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures. Prerequisite: None.

ABR 213 - AUTOMOTIVE STRUCTURAL ANALYSIS
3 Credits (1-4-0)

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. Prerequisite: None.

ABR 214 - AUTOMOTIVE STRUCTURAL REPAIR
3 Credits (1-4-0)

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. Prerequisite: None.

ABR 223 - AUTOMOTIVE MECHANICAL COMPONENTS
3 Credits (1-4-0)

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs. Prerequisite: None.

ABR 224 - AUTOMOTIVE ELECTRICAL COMPONENTS
3 Credits (1-4-0)

This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. Prerequisite: None.

ABR 255 - STEERING AND SUSPENSION

3 Credits (1-4-0)

This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles. Prerequisite: None.

ABR 258 - HEATING AND AC IN COLLISION REPAIR
3 Credits (1-4-0)

This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service. Prerequisite: None.

ABR 265 - PAINT DEFECTS AND FINAL REPAIRS
3 Credits (1-4-0)

This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. Prerequisite: None.

AUTOMOTIVE MECHANICS (AUM)

AUM 101 - FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY
3 Credits (1-4-0)

This course provides basic instruction in the fundamentals of automotive technology. Prerequisite: None. This is a CORE course.

AUM 112 - ELECTRICAL FUNDAMENTALS
3 Credits (1-4-0)

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. Prerequisite: None. This is a CORE course.

AUM 121 - BRAKING SYSTEMS
3 Credits (1-4-0)

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. (ABR223 Automotive Mechanical Components is a suitable substitute for this course. Prerequisite: None. This is a CORE course.

AUM 122 - STEERING AND SUSPENSION
3 Credits (1-4-0)

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. (ABR225 Steering and Suspension is a suitable subsitute for this course.) Prerequisite: None. This is a CORE course.

AUM 124 - AUTOMOTIVE ENGINE
3 Credits (1-4-0)

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. Prerequisite: None. This is a CORE course.

AUM 130 - DRIVE TRAIN AND AXLES
3 Credits (1-4-0)

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. Prerequisite: None. This is a CORE course.

AUM 133- MOTOR VEHICLE AIR CONDITIONING
3 Credits (1-4-0)

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

Prerequisite: None.

AUM 162 - ELECTRICAL AND ELECTRONIC SYSTEM
3 Credits (1-4-0)

This is an intermediate course in automotive electrical systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and cmponents. Prerequisite: None. This is a CORE course.

AUM 220 - ADVANCED AUTOMOTIVE ENGINES
3 Credits (1-4-0)

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. Prerequisite: None.

AUM 224 - MANUAL TRANSMISSION AND TRANSAXLE
3 Credits (1-4-0)

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability. Prerequisite: None.

AUM 230 - AUTO TRANSMISSION AND TRANSAXLE
3 Credits (1-4-0)

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components. Prerequisite: None.

AUM 239 - ENGINE PERFORMANCE
3 Credits (1-4-0)

This course provides basic instruction in engine performa nce with emphasis on fuel and ignition systems relating to engine operation. Prerequisite: None. This is a CORE course.

AUM 244 - ENGINE PERFORMANCE AND DIAGNOSTICS
3 Credits (1-4-0)

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability. Prerequisite: None. This is a CORE course.

AUM 246 - AUTOMOTIVE EMISSIONS
3 Credits (1-4-0)

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. Prerequisite: None.

AVIONICS TECHNOLOGY (AVT)

AVT 111 - AVIONICS THEORY
6 Credits (3-9-0)

This program provides instruction pertaining to the theory of direct current (DC) and alternating current (AC) as applied to aviation. Students are prepared to analyze complex DC and AC circuits and to understand meter movements, network theorems, voltage dividers, resonance circuits, transformers, and filter circuits. Corequisite: AVT112. This is a CORE course.

AVT 112 - AVIONICS LAB I
5 Credit (0-15-0)

This course provides hands-on laboratory exercises to analyze direct current and alternating current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and AC circuits to prove the theories featured in AVT111. Corequisite: AVT 111. This is a CORE course.

AVT 121 - PRINCIPLES OF SOLID STATE
5 credits (2-9-0)
This course provides instruction in basic solid state theory beginning with atomic structure and includes diodes, bipolar transistors, field effect transistors, amplifiers, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid state devices, proper biasing and amplifier circuit analysis, and the use of test equipment to diagnose, troubleshoot, and repair typical solid state device circuits. Prerequisites: AVT111 and AVT112. This is a CORE course.

AVT 131 - DIGITAL CONCEPTS
4 credits (1-9-0)
This course provides instruction in basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analogto-digital conversion, and digital-to-analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. Prerequisite: AVT111 and AVT112. This a CORE course.

AVT 141 - INTRODUCTION TO AVIONICS
2 credits (2-0-0)
This course is an introduction to aircraft avionics systems. Emphasis is placed on basic concepts of navigation systems, landing systems, weather radar, transponder/TCAS operation, data buss concepts, and flight control systems.

AVT 142 - ELECTRONIC COMMUNICATIONS
4 credits (1-9-0)
This course provides instruction in basic principles of electronic communications, including AM, FM, and SSB receiver, transmitter and transceiver theory, antennas, transmission lines, and wave propagation. Emphasis is placed on communications circuits used in amplitude modulation, frequency modulation, and single-side band receiver/transmitter. This course further develops the student's diagnostic, troubleshooting, and repair skills. Upon completion, students will be able to align, troubleshoot, and repair basic receivers. Students also will gain a working knowledge of antennas, frequency spectrum, and wave propagation. Prerequisite: AVT111, AVT112, AVT121, and AVT131.

AVT 148 - MICROPROCESSORS AND INTERFACING
4 credits (1-9-0)
This course introduces basic programming and interfacing of a typical microprocessor, including data flow in the execution of program instructions, data manipulation, data storage, and interfacing using programmable devices. Emphasis is placed on writing simple programs, executing, debugging programs and programming devices to serve as input/output interface units, and the flow of data during the fetch and execute phases of a program. Students will understand how a microprocessor runs a stored program, how to use an instruction set, and how to interface with displays, switches, and programmable devices. Prerequisite: AVT111, AVT112, AVT121, and AVT131.

AVT 211 - PULSE AND RADAR CIRCUITS
4 credits (2-6-0)
This course is a study of pulse circuits and synchro-servo systems and their application to airborne pulse systems, including radar. Emphasis is placed on the use of test equipment in diagnosing constructed pulse circuits similar to airborne pulse equipment used in aircraft systems. Upon completion, the student should be able to satisfactorily diagnose malfunctions in aircraft systems and successfully troubleshoot and repair pulse equipment. Prerequisite: AVT 111, AVT112, AVT121, AVT131, AVT141, AVT142, and AVT148.

AVT 212 - AIRCRAFT INSTALLATION/FAA REGULATIONS
4 credits (1-9-0)
This course provides instruction in Federal Aviation Administration (FAA) regulations which direct repair station operations, sheetmetal procedures used in the installation of avionics systems, and aircraft wiring techniques. Emphasis is placed on developing the ability to construct aircraft composite structures using standard sheetmetal practices and a wiring harness for the King Radio KX-155 system. Upon completion, students should be able to use test equipment to perform board repair and install avionics equipment to industry and FAA standards. Prerequisite: AVT142.

AVT 213 - AVIATION COMMUNICATION
4 credits (2-6-0)
This course is a study of frequency synthesizers, aviation transceivers, and aircraft audio systems. Emphasis is placed on PLL and LSI frequency synthesizers, aviation transceivers based on these synthesizer types, and audio systems with power amplification and switching capability with an in-depth study of the King Radio KX-155, KTR-905, and KMA-24 as representative examples. Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft communication systems. Prerequisite: AVT142.

AVT 214 - NAVIGATION/ILS
4 credits (2-6-0)
This course is a study of navigation and instrument landing systems used in traffic control systems. Emphasis is placed on VOR, ILS, ADF, and GPS with an in-depth study of the King Radio KI-203, KI-208, and KN-75 as representative examples. Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft navigation systems. Prerequisite: AVT142.

AVT 215 - DME TRANSPONDERS
4 credits (2-6-0)
This course provides instruction in the study of distance measuring equipment, ACTRBS transponders, and Mode S transponders as used in the air traffic control system. Instruction specifically focused on airborne systems with an in-depth study of the King Radio KN-62 DME, KT-76A transponder, and the KT-71 Mode S transponder as representative examples. Upon completion, students should be able to use test equipment to test equipment to perform operational checks, align, and troubleshoot aircraft DME transponder systems. Prerequisite: AVT211.

AVT 216 - AUTOPILOT AIRCRAFT SYSTEMS
4 credits (2-6-0)
This course provides instruction in aircraft autopilot theory, data buss, electrical power, and integrated systems. Emphasis is placed upon integrated aircraft systems and the diagnosis, alignment, maintenance, inspection, and troubleshooting of these systems. Prerequisite: AVT211.

ASTRONOMY (AST)

AST 220 - INTRODUCTION TO ASTRONOMY
4 Credits (3-2-0)
This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required. Code A

BARBERING (BAR)

BAR 110 - ORIENTATION TO BARBERING
3 Credits (3-0-0)
This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify

the core concepts of the profession.

BAR 111 - INTRODUCTION TO BARBERING LAB
3 Credits (0-6-0)
This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection contro, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements. This is a CORE course.

BAR 112 - BACTERIOLOGY AND SANITATION
3 Credits (3-0-0)
This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of hte skin, scalp, and hair. This is a CORE course.

BAR 113 BARBER-STYLING LAB
3 Credits (0-0-9)
This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision. This is a CORE course.

BAR 114 - BARBER-STYLING LAB
3 Credits (0-9-0)
This course provides students with the opportunity to demonstrate skills in hair care, hair cutting, and facial massage. Emphasis is placed on safety and infection control.

BAR 115 - CUTTING AND STYLING TECHNIQUES
3 Credits (0-9-0)
This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.

BAR 120 - PROPERTIES OF CHEMISTRY
3 Credits (3-0-0)
This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.

BAR 130 - MARKETING AND BUSINESS MANAGEMENT
3 Credits (3-0-0)
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon.

BAR 140 - PRACTICUM
2 Credits (0-0-10)
This course provides the student an opportunity to combine knowledge and skill covering all aspects of barbering-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should be able to function in a professional setting with very little assistance.

BAR 141 - PRACTICUM
2 Credits (0-0-10)
This course provides the student an additional opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis

is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should function in a professional setting as a productive employee or manager.

BAR 181-281 - SPECIAL TOPICS IN BARBERING
3 Credits (0-6-0)
These courses provide specialized instruction in various areas related to the barbering industry. Emphasis is placed on meeting student's needs.

BIOLOGY (BIO)

BIO 101 - INTRODUCTION TO BIOLOGY I
4 Credits (3-2-0)
Introduction to Biology I is designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120 minute laboratory is required. Code A

BIO 102 - INTRODUCTION TO BIOLOGY II
4 Credits (3-2-0)
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120 minute laboratory is required. Prerequisite: BIO101. Code A

BIO 103 - PRINCIPLES OF BIOLOGY I
4 Credits (3-2-0)
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required. Code A

BIO 104 - PRINCIPLES OF BIOLOGY II
4 Credits (3-2-0)
This course in an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. Prerequisite: BIO103. Code A

BIO 120 - MEDICAL TERMINOLOGY
3 Credits (3-0-0)
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required. Code C.

BIO 201 - HUMAN ANATOMY AND PHYSIOLOGY I
4 Credits (3-2-0)
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the sensory. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. Prerequisite: BIO103. Code B

BIO 202 - HUMAN ANATOMY AND PHYSIOLOGY II
4 Credits (3-2-0)
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive

systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. Prerequisites: BIO103 and BIO201. Code B

BIO 220 - GENERAL MICROBIOLOGY
4 Credits (2-4-0)
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required. Prerequisite: BIO103. Code B

BUILDING CONSTRUCTION (BUC)

BUC 111 - BASIC CONSTRUCTION LAYOUT
3 Credits (1-4-0)
This course provides students basic building layout skills. Topics include the builder's level, transit and basic site layout techniques. Upon completion, students should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures.

BUSINESS (BUS)

BUS 100 - INTRODUCTION TO BUSINESS
3 Credits (3-0-0)
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. Code C

BUS 105 - CUSTOMER SERVICES
3 Credits (3-0-0)
This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty. Code C

BUS 146 - PERSONAL FINANCE
3 Credits (3-0-0)
This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. Code C

BUS 150 - BUSINESS MATH
3 Credits (3-0-0)
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value. Code C

BUS 175 - RETAILING
3 Credits (3-0-0)
This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. Code C

BUS 177 - SALESMANSHIP
3 Credits (3-0-0)
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior. Code C

BUS 186 - ELEMENTS OF SUPERVISION
3 Credits (3-0-0)
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organization structure, project management, and employee training and rating. Code C

BUS 188 - PERSONAL DEVELOPMENT
3 Credits (3-0-0)
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success. Code C

BUS 189 - HUMAN RELATIONSHIPS
3 Credits (3-0-0)
This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace. Code C

BUS 215 - BUSINESS COMMUNICATION
3 Credits (3-0-0)
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. Code C

BUS 241 - PRINCIPLES OF ACCOUNTING I
3 Credits (3-0-0)
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis. Code B

BUS 242 - PRINCIPLES OF ACCOUNTING II
3 Credits (3-0-0)
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision-making. Prerequisite: BUS241. Code B

BUS 246 - COMPUTERIZED ACCOUNTING
3 Credits (3-0-0)
This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions. Prerequisite: BUS242. Code C

BUS 248 - MANAGERIAL ACCOUNTING
3 Credits (3-0-0)
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. Code B

BUS 263 - THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS
3 Credits (3-0-0)
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property. Code B

BUS 271 - BUSINESS STATISTICS I
3 Credits (3-0-0)
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to

hypothesis testing. Code B

BUS 272 - BUSINESS STATISTICS II
3 Credits (3-0-0)
This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, Chi Square, analysis of variance, time series index numbers, and decision theory. Prerequisite: BUS271. Code B

BUS 275 - PRINCIPLES OF MANAGEMENT
3 Credits (3-0-0)
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Code B

BUS 276 - HUMAN RESOURCE MANAGEMENT
3 Credits (3-0-0)
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. Code C

BUS 277 - CURRENT TRENDS IN BUSINESS
3 Credits (3-0-0)
This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training. Code C

BUS 279 - SMALL BUSINESS MANAGEMENT
3 Credits (3-0-0)
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. Code C

BUS 285 - PRINCIPLES OF MARKETING
3 Credits (3-0-0)
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. Code B

BUS 296 - BUSINESS INTERNSHIP I
3 Credits (3-0-0)
This course sequence allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. Prerequisite: Minimum 6 semester hours completed. Minimum GPA 2.0. Code C

BUS 298 - DIRECTED STUDIES I
1-3 Credits (1-0-0)
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. Code C

BUS 299 - DIRECTED STUDIES II
3 Credits (3-0-0)
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. Code C

CABINETMAKING (CAB)
(Non Degree Credible)

CAB 101 - INTRODUCTION TO CABINETMAKING
3 Credits (1-4-0)
This is a beginning woodworking course, which deals with basic materials and processes. Topics include basic safety procedures while in the Cabinet shop, an introduction to the safe use of tools and equipment, basic measurement principles, wood products, cutting, and fastening. Upon course completion, students should be able to safely inspect and use shop equipment, measure, mark, and perform various types of cuts, and assemble a specified project. This is a CORE course.

CAB 102 - INTRODUCTION TO LUMBER AND WOOD PRODUCTS
3 Credits (2-2-0)
This is an introductory course to lumber, grades, sizes, characteristics and uses. Topics include the natural properties of trees, identification of various types of wood, the milling process, various defects found in wood, and how it is manufactured. Upon completion the students should be knowledgeable in the use of wood products for the production of cabinets and fine furniture. This is a CORE course.

CAB 103 - SIZES, DIMENSIONS AND JOINTS
3 Credits (1-4-0)
This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, jobs layouts, and patterns. This is a CORE course.

CAB 104 - CABINET SHOP OPERATIONS
3 Credits (3-0-0)
This course covers start up and general operation of a cabinet shop. Topics include shop organization, fire safety, financing, and tool acquisition. Upon completion, students should have basic knowledge of starting a custom cabinet shop.

CAB 110 - EQUIPMENT MAINTENANCE
3 Credits (1-4-0)
This is an introductory course to maintalning woodworking tools and equipment. Emphasis is on equipment inspection, cleaning and lubrication, as well as removing and replacing saw blades, jointer, shaper, and planer knives. Upon course completion, students should be proficient in maintaining basic woodworking equipment. This is a CORE course.

CAB 140 - WOODFINISHING FUNDAMENTALS
3 Credits (1-4-0)
This is an introductory wood finishing course. Topics include sanding, filling, staining, brushing and spraying. Upon course completion, students should be able to perform basic wood finishing procedures. This is a CORE course.

CAB 145 - REFINISHING FURNITURE AND ANTIQUES
3 Credits (0-6-0)
This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

CAB 181 - SPECIAL TOPICS
3 Credits (0-6-0)
This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.

CAB 182 - SPECIAL TOPICS
3 Credits (0-6-0)
This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work

with minimum instruction and execute the necessary techniques to finish a live work project.

CAB 183 - SPECIAL TOPICS
3 Credits (0-6-0)
This course is designed to allow the student to specialize in a particular area of study with minimum instruction in cabinetmaking application and with evaluation at the instructor's discretion. Emphasis is placed on an advanced topic that may include any woodworking project related to cabinetmaking. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project.

CAB 204 - CABINETMAKING AND MILLWORK
3 Credits (1-4-0)
This course focuses on all aspects of cabinet millwork and construction. Topics include casework, frame and panel components, cabinet supports, doors, drawers, and cabinet and tabletops. Upon completion, students should be able to perform all functions necessary to construct basic cabinets. Prerequesite: CAB102.

CAB 205 - FURNITURE CONSTRUCTION
3 Credits (1-4-0)
This course covers design and construction of fine furniture. Emphasis is on the development of basic furniture construction skills, such as milling, joining, building jigs and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture. Prerequisite: CAB102.

CAB 208 - SPECIAL PROJECTS IN FURNITURE CONSTRUCTION
3 Credits (0-6-0)
This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.

CAB 211 - CABINET INSTALLATION AND TRIM WORK
3 Credits (1-4-0)
This course introduces students to cabinet installation and trim work. Emphasis is placed upon cabinet shipping and handling, cabinet and countertop installation, and trim work. Upon completion of the course, students should be able to explain proper cabinet handling procedures as well as the appropriate sequence and methods of installing kitchen and bathroom cabinets, and installing all appropriate trim work for the job.

CAB 230 - ESTIMATING COSTS IN CABINETMAKING
3 Credits (3-0-0)
This course focuses on estimating costs necessary to complete cabinetmaking projects. Emphasis is on figuring costs of materials and labor and on the use of pertinent formulas. Upon course completion, students should be able to estimate costs of complete cabinetmaking projects. Prerequisite: CAB110.

CAB 242 - SPECIAL FINISHES
3 Credits (1-4-0)
This course is a continuation of CAB141. Emphasis is on spraying and hand rubbing with lubricants. Upon course completion, students should be able to apply special finishes to wooden surfaces. Prequisite: CAB141.

CAB 260 - WOOD TURNING I
3 Credits (1-4-0)
This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs. Prequisite: CAB205.

CARPENTRY (CAR)
(Non Degree Creditable)

CAR 111 - CONSTRUCTION BASICS

3 Credits (3-0-0)
This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, job safety and OSHA standards. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures. Corequisite: CAR114. This is a CORE course.

CAR 112 - FLOORS, WALLS AND SITE PREPARATION
3 Credits (3-0-0)
This course introduces the student to site preparation, floor and wall layout, and construction. Topics include methods of site preparation, measurement and leveling tools, framing, layouts, and components of wall and floor framing to include beams, girders, floor joists, sub-flooring, partitions, bracing, headers, sills, doors and corners. Upon course completion, students will be able to identify various types of wall and floor framing systems and their components, identify building lines, set backs, and demonstrate a working knowledge of leveling applications. Corequisite: CAR113. This is a CORE course.

CAR 113 - FLOORS, WALLS AND SITE PREPARATION LAB
3 Credits (0-6-0)
In this course the student will engage in applications of site preparation, floor and wall layout, and construction. Emphasis is placed on following job safety procedures, the use of required tools and equipment, performing site preparation, laying out and framing a floor system, and laying out, and erecting walls. Students will use various measurement and leveling tools, identify and install beams, girders, floor joists, sub-flooring, and install various wall components such as partitions, bracing, headers, sills, doors and windows, and corners. Upon course completion, students should be able to follow proper safety procedures, identify building lines and set backs, ensure proper site preparation, layout and frame a floor, and layout, frame and erect walls. Corequisite: CAR112. This is a CORE course.

CAR 114 - CONSTRUCTION BASICS LAB
3 Credits (0-6-0)
This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives. Corequisite CAR111. This is a CORE course.

CAR 121 - INTRODUCTION TO BLUEPRINT READING
3 Credits (3-0-0)
This course introduces the students to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, notations, schedules, elevations, sections, specifications, and detail drawings. Upon completion, the student should be able to identify drawings, scale various drawings, identify different types of lines, symbols, and notations, as well as use plot plans, describe easements, understand building code concepts, locate utilities, and explain various aspects of all types of plans and drawings. This is a CORE course.

CAR 131 - ROOF AND CEILING SYSTEMS
3 Credits (3-0-0)
This course focuses on framing ceilings and roofs. Emphasis is placed on the various types of ceiling and roofing frames, rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to explain how to frame a roof and ceiling, identify proper installation methods of roofing materials, and describe

applicable safety rules. Corequisite: CAR133. This is a CORE course.

CAR 132 - INTERIOR AND EXTERIOR FINISH
3 Credits (1-4-0)
This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting and masonry finishes. Upon completion the students should be able to identify, describe the uses of, and install different types of doors, windows and moldings; identify and install the types of exterior sidings and trim, and describe the different types of paint and their proper application. This is a CORE course.

CAR 133 - ROOF AND CEILING SYSTEMS LAB
3 Credits (0-6-0)
The course provides students with practical experience in roof and ceiling layout, framing, and installation. Upon completion, the student should be able to layout and frame a roof and ceiling, cut and install rafters, and joists, install trusses, cut and apply roof decking and roofing materials, and apply job site safety rules. Corequisite CAR131. This is a CORE course.

COMMERCIAL ART (CAT)

CAT 223 - ELECTRONIC PUBLISHING I
3 Credits (0-6-0)
The focus of this course is on improving design knowledge and skills for publishing. The student will create projects based on the knowledge they have obtained in previous course work. Emphasis will be place on producing a technically correct file for publishing using current design software. Upon completion the student should have an understanding of the publishing process from concept to completion. Code C

CAT 224 - ELECTRONIC PUBLISHING II
3 Credits (0-6-0)
The focus of this course is to further advance the student's design knowledge and skills for publishing. The student will create projects based on the knowledge they have obtained in previous course work. Emphasis will be place on producing a technically correct file for publishing using current design software. Upon completion the student should have an advanced understanding of the publishing process from concept to completion. Prerequisite: CAT223. Code C

CAT 270 - WEB SITE DEVELOPMENT
3 Credits (1-6-0)
This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.

CHEMISTRY (CHM)

CHM 104 - INTRODUCTION TO INORGANIC CHEMISTRY
4 Credits (3-2-0)
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solution, pH, and equilibrium reactions. Laboratory is required. Prerequisite: MTH098 or higher. Code A

CHM 105 - INTRODUCTION TO ORGANIC CHEMISTRY
4 Credits (3-2-0)
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Prerequisite: CHM104 or CHM111. Code A

CHM 111 - COLLEGE CHEMISTRY I
4 Credits (3-2-0)
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Prerequisite: MTH112 or equivalent math placement score. Code A

CHM 112 - COLLEGE CHEMISTRY II
4 Credits (3-2-0)
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Prerequisite: CHM111. Code A

CHILD DEVELOPMENT (CHD)

CHD 100 - INTRODUCTION OF EARLY CARE AND EDUCATION OF CHILDREN
3 Credits (3-0-0)
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. Code C

CHD 204 - METHODS AND MATERIALS FOR TEACHING CHILDREN
3 Credits (3-0-0)
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. NOTE: CGM must teach this as a 2-1-3 configuration of theory/lab hours. Code C

CHD 206 - CHILDREN'S HEALTH AND SAFETY
3 Credits (3-0-0)
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Code C

COMMERICAL FOOD SERVICES (CFS)

CFS 101 - ORIENTATION TO THE HOSPITALITY PROFESSION
3 Credits (3-0-0)
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. This is a CORE course.

CFS 102 - CATERING
2 Credits (2-0-0)
This course includes the theory and practice of operating a catering business. Topic includes food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

CFS 110 - BASIC FOOD PREPARATION
3 Credits (3-0-0)
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. This is a CORE course.

CFS 111 - FOUNDATIONS IN NUTRITION
3 Credits (3-0-0)
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning. This is a CORE course.

CFS 112 - SANITATION, SAFETY, AND FOOD SERVICE
2 Credits (2-0-0)
This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparing, and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes. This is a CORE course.

CFS 113 - TABLE SERVICE
2 Credits (2-0-0)
This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of table service.

CFS 114 - MEAL MANAGEMENT
3 Credits (1-4-0)
This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen.

CFS 115 - ADVANCED FOOD PREPARATION
3 Credits (1-4-0)
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.

CFS 120 - BASIC FOOD PREPARATION LAB
2 Credits (0-4-0)
In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. This is a CORE course.

CFS 141 - FOOD PRODUCTION FOR SPECIAL OPERATIONS
3 Credits (1-4-0)
This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CFS 182 - SPECIAL TOPICS IN COMMERCIAL FOOD SERVICES
3 Credits (0-6-0)
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs.

CFS 199 - HEALTHY COOKING
1 Credit (1-0-0)
The student will become educated in the principles of sound nutrition for the prevention of disease. Basic principles of nutrition will be discussed along with practical aspects of nutrition which will be applied through cooking demonstrations by the instructor.

CFS 201 - MEAT PREPARATION AND PROCESSING
2 Credits (1-2-0)
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CFS 204 - FOUNDATIONS OF BAKING
3 Credits (1-4-0)
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CFS 213 - FOOD PURCHASING AND COST CONTROL
3 Credits (3-0-0)
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CFS 251 - MENU DESIGN
2 Credits (2-0-0)
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CFS 299 - SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION
3 Credits (3-0-0)
In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet

meal for a panel of chef judges.

COMPUTER ANIMATION PRODUCTION (CAP)

CAP 101 - CGI SOFTWARE BASICS
3 Credits (1-4-0)
This course introduces students to Computer Graphic Imagery workflow in a dedicated software environment. Topics include interface navigation, creation tools, animation basics and rendering. Upon completion, students should be able to create simple CGI objects, animate them and assign visual rendering properties.

CAP 102 - COMPOSITING BASICS
3 Credits (3-0-0)
This course covers the fundamental aspects of compositing software. Various techniques are covered such as color correction, layering, rotoscoping and color screen extraction. Upon completion, students should be able to integrate images from various sources to create a seamless visual effects sequence.

CAP 103 - COMPUTER GRAPHICS HISTORY
3 Credits (3-0-0)
This course introduces students to Computer Graphic Imagery from a historical and cultural angle. Topics include learning about the 2D and 3D tools evolution, the key players in the industry and major landmark productions. Upon completion, the student should have acquired an extensive vocabulary of the CGI field and have a global view of this industry.

CAP 111 - INTRODUCTION TO CGI ANIMATION
3 Credits (1-4-0)
This course introduces students to character animation principles and a study of advanced CGI techniques. Topics include animation principles, keyframing, rigging, skinning and UV texturing. Upon completion, students should be able to rig a CGI character properly and apply various animations to it. Prerequisite: CAP101.

CAP 121 - CGI ANIMATION
3 Credits (1-4-0)
This course introduces students to character animation principles and a study of advanced CGI techniques. Topics include animation principles, keyframing, rigging, skinning and UV texturing. Upon completion, students should be able to rig a CGI character properly and apply various animations to it. Prerequisite: CAP101.

CAP 122 - STORYTELLING & PREVISUALIZATION PROCESS/PROJECT
5 Credits (2-6-0)
This course introduces students to the storytelling and previsualization process. Topics include use of tools like storyboard, rough 3d animation, camera framing and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of a full CGI animated short feature. Prerequisite: CAP101.

CAP 123 - CGI SHADING, LIGHTING AND RENDERING
3 Credits (1-4-0)
This course introduces students to the mechanics of how various materials react to light in real life and in a CGI software. Topics include study of various shaders, lighting techniques and rendering parameters. Upon completion the student should be able to reproduce a common object surface and render it efficiently. Prerequisite: CAP101.

CAP 131 - PROJECT LAB
1 Credits (0-2-0)
This course introduces students to the storytelling and previzualisation process. Topics include use of tools like storyboard, rough 3d animation, camera framing and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of a full CGI animated short feature. Prerequisite: CAP101.

CAP 201 - SIMULATION AND PARTICLES EFFECTS
3 Credits (1-4-0)
This course introduces students to the study of physical phenomenon and their simulated counterpart in the CGI world. Topics include particles systems paradigm, forces, modifiers, typical examples and technological limitations. Upon completion the students should be able to reproduce and render a good range of simulated physical effects to enhance their CGI projects.

CAP 202 - LIVE ACTION AND INTEGRATION PROJECT
5 Credits (2-6-0)
This course introduces students to the principles of live action shooting for visual effects. Emphasis is placed on good pre-shoot planning and on how to avoid problematic situations. Topics include the study of camera tracking software and light matching techniques for the 3D elements. Upon completion the students should be able to shoot a live action plate, recreate a virtual matching camera and add CGI elements seamlessly. Prerequisites: CAP122, CAP123.

CAP 203 - ADVANCED COMPOSITING
3 Credits (1-4-0)
This course furthers students' study of compositing software and introduces visual effects design. Topics include color space, image transformation, tracking and film grain matching. Upon completion, the student should be able to perform intricate visual effects using image sequences and advanced tools. Prerequisite: CAP102.

CAP 204 - ADVANCED MODELING
2 Credits (1-2-0)
This course deepens students' knowledge of CGI object modeling. Emphasis is placed on study of human anatomy, use of good reference material and realistic proportions. Topics also include animal anatomy and industrial objects. Upon completion, students should be able to recreate complex objects of various anatomy and designs efficiently. Prerequisite: CAP121.

CAP 22 - FINAL PROJECT
6 Credits (1-10-0)
This course allows the student to create a final project showcasing his strength and abilities under the supervision and counseling of a professional visual effects artist. Upon completion, the students should be able to showcase their talent and be ready to work in a VFX company. Prerequisite: CAP202.

CAP 222 - SPECIALIZATION FIELD
3 Credits (1-4-0)
This course furthers the study of a particular field (modeling or animation) chosen by the student. Topics include (for modeling) digital sculpting, further anatomical study, understanding of muscle, fat and bone structure. Topics for animation include, learning of motion capture software, roto-capture and animation projects. Upon completion, the student should be able to showcase a deeper understanding of their chosen field.

CAP 223 - VISUAL EFFECTS PROCESS
3 Credits (2-1-0)
This course introduces students to how visual effects are created in a workplace environment. Emphasis is placed on the study of a typical VFX house hierarchy and the pipeline structure. Topics include data flow, standardization, work hierarchy, internal and external interactions and work ethics. Upon completion, the student should be able to understand the inner workings of a VFX company and their role inside it.

CAP 224 - DIGITAL ENVIRONMENT
3 Credits (1-4-0)
This course introduces students to matte painting techniques and specialized CGI environment software. Topics include concepts of

art, camera projection, light repainting, atmosphere, and various tools available in virtual environment creation software. Upon completion, the student should be able to create a realistic environment from material coming from various 2D and 3D sources. Prerequisites: CAP201, CAP203.

COMPUTER SCIENCE (CIS)

CIS 096 - INTRO TO COMPUTERS
3 Credits (3-0-0)
This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Windows as a graphical user interface and operations and applications that use the Windows environment are emphasized.

CIS 113 - SPREADSHEET SOFTWARE APPLICATIONS
3 Credits (3-0-0)
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. Code C.

CIS 117 - DATABASE MANAGEMENT SOFTWARE APPLICATIONS
3 Credits (3-0-0)
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. Code C

CIS 130 - INTRO TO INFORMATION SYSTEMS
3 Credits (3-0-0)
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

CIS 146 - MICROCOMPUTER APPLICATIONS
3 Credits (3-0-0)
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC 3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs. Code B

CIS 147 - ADVANCED MICRO APPLICATIONS
3 Credits (3-0-0)
This course is a continuation of CIS146 in which students utilize the advanced features of topics in CIS146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare student for the MOS certification. Prerequisite: CIS146 or permission of instructor. Code B

CIS 148 - POST ADVANCED MICROCOMPUTER APPLICATIONS
3 Credits (3-0-0)
This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications, and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification. Code B

CIS 150 - INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING
3 Credits (3-0-0)
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. Code C

CIS 155 - INTRODUCTION TO MOBILE APP DEVELOPMENT
3 Credits (3-0-0)
The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic applications. Code C

CIS 160 - MULTIMEDIA FOR THE WORLD WIDE WEB
3 Credits (3-0-0)
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. Code C

CIS 185 - COMPUTER ETHICS
3 Credits (3-0-0)
This course will survey the various issues surrounding computer ethics. Code C

CIS 191 - INTRO TO COMPUTER PROGRAMMING CONCEPTS
3 Credits (3-0-0)
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course. Prerequisite: As required by program. Code B

CIS 192 - ADVANCED COMPUTER PROGRAMMING CONCEPTS
3 Credits (3-0-0)
This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: CIS191. Code C

CIS 193 - INTRODUCTION TO COMPUTER PROGRAMMING LAB
1 Credit (0-2-0)
This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number. Corequisite: CIS191. Code C.

CIS 196 - COMMERCIAL SOFTWARE APPLICATIONS

3 Credits (3-0-0)

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each different topic being covered. Emphasis is placed on the purpose, capabilities and utilization of each package, language, or program. Upon completion, students will be able to use the features selected for the application covered. Prerequisite: As required by program. Code C

CIS 197 - ADVANCED COMMERCIAL SOFTWARE APPLICATIONS
3 Credits (3-0-0)

This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered. Prerequisite: CIS196. Code C

CIS 199 - NETWORK COMMUNICATIONS
3 Credits (3-0-0)

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications. Code C

CIS 207 - WEB DEVELOPMENT
3 Credits (3-0-0)

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Code C

CIS 212 - VISUAL BASIC PROGRAMMING
3 Credits (3-0-0)

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

CIS 213 - ADVANCED BASIC PROGRAMMING
3 Credits (3-0-0)

This course is a continuation of CIS 212, Visual BASIC Programming. Prerequisite: CIS212. Code C

CIS 215 - C# PROGRAMMING
3 Credits (3-0-0)

This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Alabama Community College System Transfer Code C.

CIS 225 - INTRODUCTION TO SQL PROGRAMMING - ORACLE
3 Credits (3-0-0)

This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. You will query multiple tables, perform nested queries, implement constraints, use data and time functions, and creates sequences and views. Students learn to write SQL and SQL* Plus script files using the iSQL* Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA). Code C

CIS 231 - FORTRAN PROGRAMMING
3 Credits (3-0-0)

This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: College Algebra and a previous computer science course or equivalent. Code B

CIS 236 SCIENTIFIC COMPUTATION
3 Credits (3-0-0)

This course presents the principles and techniques of a scientific programming language such as FORTRAN with applications in engineering, science, and mathematics. Prerequisite: MTH 115, Analytic Geometry and Calculus I. Keyboarding proficiency is strongly recommended. Code C

CIS 241 - INTRODUCTION TO RPG PROGRAMMING
Credits (3-0-0)

This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: CIS130 or equivalent. Code C

CIS 242 - ADVANCED RPG PROGRAMMING
3 Credits (3-0-0)

This course is a continuation of CIS 241; includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: CIS241. Code C

CIS 251 - C ++ PROGRAMMING
3 Credits (3-0-0)

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. Prerequisite: CIS190 or equivalent. Code B

CIS 252 - ADVANCED C ++ PROGRAMMING
3 Credits (3-0-0)

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: CIS251. Code C

CIS 255 - JAVA PROGRAMMING
3 Credits (3-0-0)

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs,

Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B

CIS 256 - ADVANCED JAVA
3 Credits (3-0-0)
This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams. Code C

CIS 261 - COBOL PROGRAMMING
3 Credits (3-0-0)
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: Previous computer science course or equivalent. Code B

CIS 281 - SYSTEM ANALYSIS AND DESIGN
3 Credits (3-0-0)
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: Any advanced programming course. Code C

CIS 285 - OBJECT ORIENTED PROGRAMMING
3 Credits (3-0-0)
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. Code B

CIS 291 - CASE STUDY IN COMPUTER SCIENCE
3 Credits (3-0-0)
This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion students should be able to design, code, test, and document a comprehensive computer information system. Prerequisite: CIS281 or permission of instructor. Code C

CIS 292 - SPECIAL TOPICS
2 Credits (2-0-0)
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate comprehension of the specified topics. Code C

CIS 299 - DIRECTED STUDIES IN COMPUTER SCIENCE
3 Credits (3-0-0)
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. Prerequisite: Permission of instructor. Code C.

COMPUTER MAINTENANCE TECHNOLOGY (CPT)

CPT 130 - INTRO TO INFORMATION SYSTEMS
3 Credits (3-0-0)
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code C

CPT 158 - FUNDAMENTALS OF WIRELESS LANS
3 Credits (3-0-0)
This course is an introductory course about the design, planning, implementation, operation, and troubleshooting of wireless networks. It is intended to prepare students for the Cisco Wireless LAN Support Specialist Designation. Code C

CPT 182 - HELP DESK APPLICATIONS
3 Credits (3-0-0)
The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills. Code C

CPT 200 - NETWORKING TECHNOLOGIES
3 Credits (3-0-0)
This course covers the basic concepts and Prerequisites of network computing which provides the background information needed to prepare for network management and certification.

CPT 207 - INTRODUCTION TO WEB DEVELOPMENT
3 Credits (3-0-0)
At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Code C

CPT 232 - NETWORK DESIGN AND IMPLEMENTATION
3 Credits (3-0-0)
This course covers how to design and create a network implementation plan for a case-study company. Interactive group activities lead the student through this process to assess the needs of the case company. Code C

CPT 267 - STRUCTURED CABLING
3 Credits (3-0-0)
This course provides students an introduction to data, voice, and video cabling. This course will address the latest developments in premises cabling, including technologies and applications in copper, fiber, and wireless cabling. This course will also cover important background information and resources regarding the most recent cabling standards, which are an integral part of this fast-paced industry. This course also provides students with hands-on practical experience in cabling. Code C

CPT 268 - SOFTWARE SUPPORT
3 Credits (3-0-0)
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Code C

CPT 269 - HARDWARE SUPPORT
3 Credits (3-0-0)
This course provides students with hands-on practical experience in installing computer hardware and trouble-shooting. The class will help

to prepare participants for the A+ Certification sponsored by CompTIA.

CPT 270 - CISCO I
3 Credits (3-0-0)

This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Prerequisite: CPT200, CPT267. Code C

CPT 271 - CISCO II
3 Credits (3-0-0)

This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Prerequisite: CPT270. Code C

CPT 272 - CISCO III
3 Credits (3-0-0)

This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Prerequisite: CPT271. Code C

CPT 273 - CISCO IV
3 Credits (3-0-0)

This course is the fourth part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Prerequisite: CPT272. Code C

CPT 276 - SERVER ADMINISTRATION
3 Credits (3-0-0)

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. Code C

CPT 278 - DIRECTORY SERVICES ADMINISTRATION
3 Credits (3-0-0)

This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment. Prerequisite: CPT276. Code C

CPT 279 - NETWORK INFRASTRUCTURE DESIGN
3 Credits (3-0-0)

This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols. Code C

CPT 280 - NETWORK SECURITY
3 Credits (3-0-0)

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.Code C.

CPT 282 - COMPUTER FORENSICS AND INVESTIGATION

3 Credits (3-0-0)

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification. Code C.

CPT 283 - NETWORK DEFENSE AND COUNTERMEASURES
3 Credits (3-0-0)

This course introduces students to one of the most important and urgent concepts in protecting computers and networks: intrusion detection. The concepts introduced in this course are intended for students and professionals who need hands-on introductory experience with installing firewalls and intrusion detection systems (IDSs). This course assumes that students are familiar with the Internet and fundamental networking concepts, such as TCP/IP, gateways, routers, and Ethernet. It also assumes that students are familiar with IP troubleshooting, subnetting, subnet masking, IP datagram structure, routing, Web security, and common attack techniques. Prerequisite: CPT271. Code C

CPT 288 - LINUX ADMINISTRATION
3 Credits (3-0-0)

This course is designed to teach students how to administer, use, or develop programs for SUSE Linux. The concepts introduced do not assume prior Linux experience and are geared toward the objectives on the CompTIA Linux+ certification exam. Furthermore, many of the concepts and procedures introduced in this course are transferable to most other Linux distributions. This course will introduce students to the concepts required to successfully use and administer a Linux system. Code C

COSMETOLOGY (COS)

COS 111 – INTRODUCTION TO COSMETOLOGY
3 hours (3-0-0)

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. Corequisites: COS112. This is a CORE course.

COS 112 - INTRODUCTION TO COSMETOLOGY LAB
3 hours (0-9-0)

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory components from COS111. Corequisite: COS111. This is a CORE course.

COS 113 - THEORY OF CHEMICAL SERVICES
3 hours (3-0-0)

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. Corequisite: COS114. This is a CORE course.

COS 114 - CHEMICAL SERVICES LAB
3 hours (0-9-0)

During this course, students perform various chemical texturing

activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis and client consulting. Corequisite: COS113. This is a CORE course.

COS 115 - HAIR COLORING THEORY
3 hours (3-0-0)
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair. Corequisite: COS116.   This is a CORE course.

COS 116 - HAIR COLORING LAB
3 hours (0-9-0)
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. Corequisite: COS115. This is a CORE course.

COS 117 - BASIC SPA TECHNIQUES
3 hours (3-0-0)
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin and nail care. Corequisite: COS118. This is a CORE course.

COS 118 - BASIC SPA TECHNIQUES LAB
3 hours (0-9-0)
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, and skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. Corequisite: COS117. This is a CORE course.

COS 123 - COSMETOLOGY SALON PRACTICES
3 hours (0-9-0)
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

COS 133 - SALON MANAGEMENT TECHNOLOGY
3 hours (1-6-0)
This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 144 - HAIR SHAPING AND DESIGN
3 hours (1-6-0)
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 145 - HAIR SHAPING AND DESIGN LAB
3 hours (0-9-0)
This covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

COS 152 - NAIL CARE APPLICATIONS
3 hours (0-9-0)
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

COS 167 - STATE BOARD REVIEW
3 hours (1-6-0)
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

COS 181 - SPECIAL TOPICS
3 hours (3-0-0)
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 182 - SPECIAL TOPICS
3 hours (0-9-0)
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

CRIMINAL JUSTICE (CRJ)

CRJ 100 - INTRODUCTION TO CRIMINAL JUSTICE
3 Credits (3-0-0)
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. Code B

CRJ 110 - INTRODUCTION TO LAW ENFORCEMENT
3 Credits (3-0-0)
This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. Code B

CRJ 140 CRIMINAL LAW AND PROCEDURE
3 Credits (3-0-0)
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered. Code C

CRJ 150 - INTRODUCTION TO CORRECTIONS
3 Credits (3-0-0)
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. Code B

CRJ 160 - INTRODUCTION TO SECURITY
3 Credits (3-0-0)
This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered. Code B

CRJ 208 - INTRODUCTION TO CRIMINOLOGY

3 Credits (3-0-0)
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment. Code B

CRJ 209 - JUVENILE DELINQUENCY
3 Credits (3-0-0)
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. Code B

CULINARY ARTS/CHEF TRAINING (CUA)

CUA 101 - ORIENTATION TO THE HOSPITALITY PROFESSION
3 Credits (3-0-0)
This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. This is a CORE course.

CUA 102 - CATERING
3 Credits (3-0-0)
This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

CUA 110 - BASIC FOOD PREPARATION
3 Credits (3-0-0)
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. Corequisite: CUA120.

CUA 111 - FOUNDATIONS IN NUTRITION
3 Credits (3-0-0)
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning. Prerequisite: CUA112. This is a CORE course.

CUA 112 - SANITATION, SAFETY AND FOOD SERVICE
2 Credits (2-0-0)
This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and food borne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes. This is a CORE course.

CUA 115 - ADVANCED FOOD PREPARATION
3 Credits (1-0-6)
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management. Prerequisites: CUA112, CUA110, CUA120 or CUA125

or as required by program.

CUA 116 - SANITATION, SAFETY, AND FOOD SERVICE
3 Credits (3-0-0)
This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes. This is a CORE course.

CUA 120 - BASIC FOOD PREPARATION LAB
2 Credits (0-0-6)
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. Corequisite: CUA110.

CUA 123 - APPLIED QUANTITY COOKING
3 Credits (1-0-6)
This course builds on the basic principles and methods of quantity cooking taught in CUA 122 – Fundamentals of Quantity Cooking. Topics include weights and measures, costing and converting recipes, health department compliance issues, production forms, organization and record keeping, development of menus and the time management skills necessary to successfully run a food service organization. At the conclusion of this course, students will be well versed in the application of quantity food techniques to the end of customer satisfaction. Corequisite: CUA110.

CUA 125 - FOOD PREPARATION
5 Credits (3-0-6)
In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.

CUA 173 - CULINARY ARTS APPRENTICESHIP
3 Credits (0-0-9)
This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit. Prerequisite: CUA112, CUA110, CUA120 or CUA125.

CUA 181 - SPECIAL TOPICS IN COMMERCIAL FOOD SERVICES
2 Credits (0-0-6)
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit. Prerequisite: CUA112, CUA110, CUA120 or CUA125.

CUA 182 - SPECIAL TOPICS IN COMMERICAL FOOD PREPRATION
3 Credits (0-0-9)
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs. This course may be repeated for credit.Prerequisite: CUA112, CUA110, CUA120 or CUA125.

CUA 183 - CULINARY ART SCULPTURE
3 Credits (1-0-6)
This course includes the notion of fantasies that accompany the sculpturing motion with food. Work on centerpieces for all occasions will be included. The student will be exposed to a variety of three-dimensional edible mediums from walking cakes to salt dough.

CUA 201 - MEAT PREPARTION AND PROCESSING

3 Credits (1-0-6)
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing. Prerequisite: CUA112, CUA110, CUA120 or CUA125.

CUA 203 - STOCKS AND SAUCES
3 Credits (1-0-6)
This course challenges the student to the greatest tests of a chef's skills. Whether they are classic or contemporary good sauces demand the highest technical expertise. Students learn why particular sauces will or will not go with particular dishes. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and roux's. The student will further develop mother sauces and compound sauces. Prerequisite: CUA112, CUA110, CUA120 or CUA125.

CUA 205 - INTRO TO GARDE MANGER
3 Credits (1-0-6)
This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaudfroid/aspic work, charcuterie, smoking, canapés, hor d'oeuvres and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate showpieces. Prerequisite: CUA112, CUA110, CUA120 or CUA125 or permission of the instructor.

CUA 213 - FOOD PURCHASING AND COST CONTROL
3 Credits (3-0-0)
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. Prerequisite: HSM140 or CIS146.

CUA 214 - INTERNATIONAL CUISINE
3 Credits (1-0-6)
This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and goods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, students should be able to research and execute international menus. Prerequisite: CUA112, CUA110, CUA120 or CUA125 or permission of the instructor.

CUA 215 - REGIONAL CUISINES OF THE AMERICAS
3 Credits (1-0-6)
This course provides a brief history of the ancient American foods that enhanced the world's cuisines. Emphasis is placed on how these foods influenced the "American Cuisines" of today. Upon completion of this course, students will be able to research and execute regional American cuisine. Prerequisite: CUA112, CUA110, CUA120 or CUA125 or permission of the instructor.

CUA 216 - PLATED DESSERT DESIGN
3 Credits (2-0-3)
This course focuses on plated dessert designs. Emphasis will be placed on complex presentations with two or more main items using decorative garnishes. Upon completion, students should be able to plate and serve attractive presentations of desserts with appropriate sauces and garnishes. Prerequisite: CUA112 or permission of the instructor.

CUA 255 - FIELD EXPERIENCE - SAVORY
3 Credits (0-0-9)
A minimum of 200 hours of supervised practical experience in an approved food service system assigned by the Coordinator. Students are supervised jointly by director on the job and by the college instructor. Students gain practical experience in food services. This course may be repeated credit.

CUS 275 - MODERN COOKING TECHNIQUES
3 Credits (1-4-0)
This course will explore techniques used in the modern kitchen, including Sous Vide cooking and Molecular Gastronomy, as well as associated equipment. The class will focus on "small plates" and modern plating design. At the end of the course students will be able to prepare a variety of dishes using the techniques and equipment they learned about in the class and to present them based on the plating design guidelines discussed.

CUA 281 - APPRENTICESHIP: QUALIFYING DINNER
3 Credits (0-0-9)
In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.

CUA 285 - CULINARY CAPSTONE
1 Credit (1-0-0)
In this course students will demonstrate their mastery of the required competencies for completion of a culinary degree. Students will complete their competency checklist and demonstrate their culinary abilities by preparing a meal to be judged by a panel of chefs. Prerequisite: CUA 112, CUA 115 and permission of instructor.

DENTAL ASSISTANT (DAT)

DAT 100 - INTRODUCTION TO DENTAL ASSISTING
2 Credits (2-0-0)
This course is designed to provide an introduction to the field of dentistry. Topics include history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to dentistry, professional organizations, certification requirements, legal and ethical considerations, work ethics, and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry. Prerequisite: Admission to DAT program, permission of instructor and appropriate grade. This is a CORE course.

DAT 101 - PRE-CLINICAL PROCEDURES I
3 Credits (2-3-0)
This course is designed to introduce chairside assisting techniques including concepts of four handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting. Prerequisite: Admission to DAT program, permission of instructor and appropriate grade. This is a CORE course.

DAT 102 - DENTAL MATERIALS
3 Credits (2-3-0)
This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Upon completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials. The procedures in this course are taught to Pre-Clinical or laboratory competence. Prerequisite: Admission to DAT program, permission of instructor and appropriate grade.

DAT 103 - ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING
3 Credits (3-0-0)
This course is designed to provide study of anatomy and physiology of the head and neck and a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations. It provides a foundation essential to an understanding of dental health. Upon completion,

students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition. Prerequisite: Admission to DAT program, permission of instructor and appropriate grade. This is a CORE course.

DAT 104 - BASIC SCIENCES FOR DENTAL ASSISTING
2 Credits (2-0-0)
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field. Prerequisite: DAT100, DAT101, DAT102, DAT103, DAT112 and appropriate grade.

DAT 111 - CLINICAL PRACTICE I
5 Credits (1-0-12)
This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chair-side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting. Prerequisite: DAT100, DAT101, DAT102, DAT103, DAT112 and appropriate grade. This is a CORE course.

DAT 112 - DENTAL RADIOLOGY
3 Credits (2-3-0)
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, operator and patient safety, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. Prerequisite: Admission to DAT program, permission of instructor and appropriate grade. This is a CORE course.

DAT 113 - DENTAL HEALTH EDUCATION
2 Credits (2-0-0)
This course is designed to introduce the student to the basic principles of nutrition, preventative dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry. Prerequisite: DAT100, DAT101, DAT102, DAT103, DAT112 and appropriate grade.

DAT 116 - PRE-CLINICAL PROCEDURES II
3 Credits (3-0-0)
This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the students should be able to discuss and identify dental specialty procedures and instrumentation. Prerequisite: DAT100, DAT101, DAT102, DAT103, DAT112 and appropriate grade.

DAT 121 - DENTAL OFFICE PROCEDURES
3 Credits (3-0-0)
This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures.

DAT 122 - CLINICAL PRACTICE II
4 Credits (0-0-12)
This course is designed to provide the student the opportunity

to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting. DAT111, DAT104, DAT113, DAT116, DAT121 and appropriate grade.

DAT 126 - DENTAL ASSISTING SEMINAR
3 Credits (3-0-0)
This course is designed to discuss the student's clinical experiences, the résumé, and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.

DRAFTING AND DESIGN TECHNOLOGY (DDT)

DDT 104 - BASIC COMPUTER AIDED DRAFTING AND DESIGN
3 Credits (1-4-0)
This course provides an introduction to basic Computer-Aided Design & Drafting (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy. Corequisite: DDT111, DDT127.

DDT 111 - FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY
3 Credits (1-4-0)
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing. Corequisites: DDT104, DDT124, DDT127.

DDT 117 - MANUFACTURING PROCESSES
3 Credits (3-0-0)
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118 - BASIC ELECTRICAL DRAFTING
3 Credits (1-4-0)
This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, student should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols. Prerequisites: DDT111, DDT104.

DDT 124 - BASIC TECHNICIAL DRAWING
3 Credits (1-4-0)
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. Corequisite: DDT111, DDT104.

DDT 127 - INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN
3 Credits (1-4-0)
This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. Corequisite: DDT 04, DDT111, DDT124.

DDT 131 - MACHINE DRAFTING BASICS
3 Credits (1-4-0)

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type-working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type-working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls. Prerequisite: DDT104, DDT111, DDT124, DDT127.

DDT 132 - ARCHITECTURAL DRAFTING
3 Credits (1-4-0)

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completions, student should be able to draw, dimension, and specify basic residential architectural construction drawings. Prerequisite: DDT104, DDT111, DDT124, DDT127.

DDT193 - DRAFTING INTERNSHIP
3 Credits (0-6-0)

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation. Prerequisite: DDT233

DDT 211 - INTERMEDIATE MACHINE DRAFTING
3 Credits (1-4-0)

This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviation in working drawings. Prerequisite: DDT131.

DDT 212 - INTERMEDIATE ARCHITECTURAL DRAFTING
3 Credits (1-4-0)

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans including various architectural details. Prerequisite: DDT132.

DDT 213 - CIVIL DRAFTING, PLAT MAPS
3 Credits (1-4-0)

This course introduces the drafting practices, symbols, convention, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings. Prerequisite: DDT104, DDT111, DDT124, DDT127.

DDT 214 - PIPE DRAFTING
3 Credits (1-4-0)

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment. Prerequisite: DDT104, DDT111, DDT124, DDT127

DDT 225 - STRUCTURAL STEEL DRAFTING
3 Credits (1-4-0)

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 231 - ADVANCED CAD
3 Credits (1-4-0)

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. Prerequisite: DDT104, DDT111, DDT124, DDT127.

DDT 233 - THREE-DIMENSIONAL MODELING
3 Credits (1-4-0)

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course students should be able to create advanced 3D models and perform stress analysis/interference checking. Prerequisite: DDT127 or three years experience.

DDT 236 - DESIGN PROJECT
3 Credits (1-4-0)

This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. Prerequisite: or Corequisite: DDT 231.

DDT 239 - INDEPENDENT STUDIES
3 Credits (0-6-0)

This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems. Prerequisite: DDT231

DANCE (DNC)

DNC 110 - INTRODUCTION TO DANCE STYLES
2 Credits (2-0-0)

Introduction to dance styles. Prerequisite: None. Code B

DNC 121 - ELEMENTARY BALLET I
2 Credits (2-0-0)

A studio course in classical ballet at the elementary level. Prerequisite: None. Code B

DNC 122 - ELEMENTARY BALLET II
2 Credits (2-0-0)

The development of classical theory and practical ballet, at the elementary level. Prerequisite: None. Code B

DNC 140 - FITNESS DANCE I
2 Credits (2-0-0)
This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/sculpting exercises, which have been specially designed to develop the dancer's body, will be used in class. Prerequisite: None. Code C

DNC 160 - DANCE WORKSHOP
2 Credits (2-0-0)
This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation. Prerequisite: None. Code C

DNC 231 - THEATER DANCE I
3 Credits (3-0-0)
This is the first in a three-course series that introduces the student to a variety of dance styles used in musical theater. Prerequisite: As required by program. Prerequisite: None. Code C

DNC 234 - CHOREOGRAPHY I
3 Credits (3-0-0)
Students are involved in individual and group choreographic projects in which musical and spatial elements are explored. Prerequisite: None. Code C

DNC 235 - CHOREOGRAPHY II
2 Credits (2-0-0)
This course is a continuation of Choreography I. Prerequisite: None. Code C

ECONOMICS (ECO)

ECO 231 - PRINCIPLES OF MACROECONOMICS
3 Credits (3-0-0)
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade. Code A

ECO 232 - PRINCIPLES OF MICROECONOMICS
3 Credits (3-0-0)
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. Code A

ELECTRICAL TECHNOLOGY (ELT)

ELT 114 - RESIDENTIAL WIRING METHODS
3 Credits (2-2-0)
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. This is a CORE course.

ELT 115 - RESIDENTIAL WIRING METHODS II
3 Credits (2-2-0)
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. This is a CORE course.

ELT 131 - WIRING I COMMERCIAL AND INDUSTRIAL
3 Credits (2-2-0)
This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

ELT 212 - MOTOR CONTROLS II
3 Credits (2-2-0)
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ELT 231 - INTRODUCTION TO PROGRAMMABLE CONTROLLERS
3 Credits (2-2-0)
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

ELT 232 - ADVANCED PROGRAMMABLE CONTROLLERS
3 Credits (2-2-0)
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

ELT 233 - APPLIED PROGRAMMABLE CONTROLS
3 Credits (2-2-0)
This state of the art course covers the more advanced topics of PLC's. Emphasis is placed on, but not limited to the following: high-speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques and special projects. Upon completion, students must demonstrate their ability by developing programs, loading programs into PLC's and troubleshooting the system if necessary.

ELT 241 - NATIONAL ELECTRIC CODE
3 Credits (3-0-0)
This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.

EMERGENCY MEDICAL TECHNOLOGY (EMS)

EMS 118 - EMERGENCY MEDICAL TECHNICIAN
9 Credits (6-6-0)
This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards. Corequisite: EMS 119.

EMS 119 - EMERGENCY MEDICAL TECHNICIAN CLINCIAL
1 Credit (0-0-3)
This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam. Corequisite: EMS 118.

EMS 155 - ADVANCED EMERGENCY MEDICAL TECHNICIAN
7 Credits (4-6-0)
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS156 must be taken as a corequisite.

EMS 156 - ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL
2 Credits (0-0-6)
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS155 must be taken as a corequisite.

EMS 241 - PARAMEDIC CARDIOLOGY
3 Credits (2-3-0)
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Prerequisite: Admission to program and BIO201. Corequisite: EMS242, EMS244, EMS245, and EMS257.

EMS 242 - PARAMEDIC PATIENT ASSESSMENT
3 Credits (1-3-0)
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management. Prerequisite: Admission to program and BIO201. Corequisite: EMS241, EMS244, EMS245, and EMS257.

EMS 244 - PARAMEDIC CLINICAL I
1 Credit (0-0-3)
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration. Prerequisite: Admission to program and BIO201. Corequisite: EMS241, EMS242, EMS245, and EMS257

EMS 245 - PARAMEDIC MEDICAL EMERGENCIES
3 Credits (2-3-0)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Prerequisites: Admission to program; EMS241, EMS242, EMS244, and EMS257. Corequisite: EMS246, EMS247 and EMS248.

EMS 246 - PARAMEDIC TRAUMA MANAGEMENT
3 Credits (2-3-0)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Prerequisites: EMS241, EMS242, EMS244, and EMS245. Corequisite: EMS247 and EMS248.

EMS 247 - PARAMEDIC SPECIAL POPULATIONS
2 Credits (1-3-0)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Prerequisites: EMS241, EMS242, EMS244, and EMS245. Corequisite: EMS246 and EMS248.

EMS 248 - PARAMEDIC CLINICALS II
3 Credits (0-0-9)
This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, EMS246, and EMS247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level. Prerequisites: EMS241, EMS242, EMS244, EMS245, and EMS257. Corequisite: EMS246 and EMS247.

EMS 253 - PARAMEDIC TRANSITION TO THE WORKFORCE
2 Credits (1-2-0)
This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, prehospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements. Prerequisite: EMS245, EMS246, EMS247 and EMS248. Corequisite: EMS 254, EMS255 and EMS256.

EMS 254 - ADVANCED COMPETENCIES FOR PARAMEDIC
2 Credits (1-3-0)
This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination. Prerequisite: EMS245, EMS246, EMS247, EMS248, and EMS257. Corequisite: EMS253, EMS255

and EMS256.

EMS 255 - PARAMEDIC FIELD PRECEPTORSHIP
5 Credits (0-0-15)
This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic. Requires licensure at the AEMT level and completion of EMS241, EMS242, EMS244, EMS245, EMS246, EMS247, EMS248, and EMS257. Prerequisite: EMS245, EMS246, EMS247 and EMS248. Corequisite: EMS253, EMS254, and EMS256.

EMS 256 - PARAMEDIC TEAM LEADERSHIP
1 Credit (0-0-3)
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic. Prerequisite: EMS245, EMS246, EMS247, EMS248, and EMS257. Corequisite: EMS253, EMS254 and EMS255.

EMS 257 - PARAMEDIC APPLIED PHARMACOLOGY
2 Credits (1-3-0)
This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various durg and solution dose administration problems. Prerequisite: Admission into program. Corequisite: EMS241, EMS242, EMS245, EMS244.

ENGINEERING (EGR)

EGR 101 - ENGINEERING FOUNDATIONS
3 Credits (2-2-0)
This course introduces students to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming and oral and written communication skills. The course also provides an introduction to computer tools used by engineers (e.g., spreadsheet, word processing, presentation software, Internet). Corequisite: MTH113 or MTH115. Code C

EGR 125 - MODERN GRAPHICS FOR ENGINEERS
3 Credits (1-4-0)
This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning. Code C

EGR 157 - COMPUTER METHODS FOR ENGINEERS USING MATLAB
3 Credits (2-2-0)
This course introduces students to the concepts and practices involved in using high-level computer environments to solve engineering problems. Programming environments such as MATLAB will be used. Prerequisite: MTH125. Code C

EGR 220 - ENGINEERING MECHANICS - STATICS
3 Credits (3-0-0)
This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces. Prerequisite: PHY213. Corequisite: MTH227. Code C

ENGLISH (ENG) (COM)

ENG 093 - BASIC ENGLISH II
3 Credits (3-0-0)
This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. Prerequisite: Placement score.

ENG 101 - ENGLISH COMPOSITION I
3 Credits (3-0-0)
English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Prerequisite: Successful completion of ENG093 or appropriate placement score. Code A

ENG 102 - ENGLISH COMPOSITION II
3 Credits (3-0-0)
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. Prerequisite: A grade of "C" or better in ENG101 or the equivalent. Code A

ENG 246 - CREATIVE WRITING I
3 Credits (3-0-0)
This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. Prerequisite: ENG102 or equivalent. Code C

ENG 251 - AMERICAN LITERATURE I
3 Credits (3-0-0)
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG102 or equivalent. Code A

ENG 252 - AMERICAN LITERATURE II
3 Credits (3-0-0)
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

Prerequisite: ENG102 or equivalent. Code A

ENG 271 - WORLD LITERATURE I
3 Credits (3-0-0)
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG102 or equivalent. Code A

ENG 272 - WORLD LITERATURE II
3 Credits (3-0-0)
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG102 or equivalent. Code A

COM 100 - INTRODUCTORY TECHNICAL ENGLISH I
3 Credits (3-0-0)
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. NCA. Code C

GEOGRAPHY (GEO)

GEO 100 - WORLD REGIONAL GEOGRAPHY
3 Credits (3-0-0)
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. Code A

GEO 201 - PRINCIPLES OF HUMAN GEOGRAPHY
3 Credits (3-0-0)
This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks. Prerequisite: GEO100. Code A

HEALTH EDUCATION (HED)

HED 221 - PERSONAL HEALTH
3 Credits (3-0-0)
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying. Code B

HED 222 - COMMUNITY HEALTH
3 Credits (3-0-0)
This principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns. Code C.

HED 224 - PERSONAL AND COMMUNITY HEALTH
3 Credits (3-0-0)
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. Code B

HED 226 - WELLNESS
3 Credits (3-0-0)
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting. Code C

HED 231 - FIRST AID
3 Credits (3-0-0)
This course provides instruction to the immediate, temporary care, which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included. Code B

HED 232 - CARE AND PREVENTION OF ATHLETIC INJURIES
3 Credits (3-0-0)
This course provides a study of specific athletic injuries, their treatment, and preventive measures. Code C

HED 266 - INTRODUCTION TO HEALTH OCCUPATIONS
3 Credits (3-0-0)
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled. Code C

HED 267 - DRUG EDUCATION
3 Credits (3-0-0)
This course provides an examination of the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use, rehabilitation and treatment resources; and the law enforcement procedures. Code C

HED 277 - CPR RECERTIFICATION
1 Credit (1-0-0)
In this course, instruction and review of updated information concerning cardiopulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association. Code C

HISTORY (HIS)

HIS 101 - WESTERN CIVILIZATION I
3 Credits (3-0-0)
This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation. Code A

HIS 102 - WESTERN CIVILIZATION II
3 Credits (3-0-0)
This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present. Code A

HIS 121 - WORLD HISTORY I
3 Credits (3-0-0)
This course surveys social, intellectual, economic, and political developments, which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. Code A

HIS 122 - WORLD HISTORY II
3 Credits (3-0-0)

This course is a continuation of HIS121. It covers world history, both western and non-western, from the early modern era to the present. Code A

HIS 201 - UNITED STATES HISTORY I
3 Credits (3-0-0)
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Code A

HIS 202 - UNITED STATES HISTORY II
3 Credits (3-0-0)
This course is a continuation of HIS201. It surveys United States history from the Reconstruction era to the present. Code A

HOTEL AND MOTEL MANAGEMENT (HMM)

HMM 105 - PRINCIPLES OF HOSPITALITY MANAGEMENT
3 Credits (3-0-0)
This course is a study of the principles of management and their applications to the hospitality industry. Emphasis is placed on the functions of management, the newest principles of management, and tools of the modern manager. Upon completion, students will be able to relate the basic principles of management to the hospitality field. This is a CORE course.

HMM 106 - BEVERAGE SELECTION AND APPRECIATION
3 Credits (2-0-3)
This course will provide students with a basic understanding of distilled and brewed spirits. Emphasis will be placed on international wine producing areas and students will learn serving techniques and the basics of beverage etiquette. Upon completion, students will have a basic knowledge of beverage production.

HMM 120 - BEVERAGE OPERATIONS
3 Credits (2-0-4)
This course includes the theory and practice of serving beverages to achieve enhanced enjoyment of the dining experience. This course will cover the full spectrum of beverages offered in the hospitality industry including wines, cocktails, brewed beverages, coffees, teas, waters, and soft drinks.

HMM 183 - BUSINESS PLAN DEVELOPMENT FOR HOSPITALITY
1 Credit (1-0-0)
This course is an introduction to the basics of writing a business plan as it applies to the hospitality industry. The student will gain an understanding of creating a business plan for a hospitality related business.

HMM 241 - RESTAURANT SERVICE MANAGEMENT I
3 Credits (2-0-3)
This course is designed to introduce students to planning, organization, control and evaluation of restaurant operations. Topics covered will be menu planning, restaurant layout and design, marketing and sales promotion, food and beverage control procedures, and managing reservations and group bookings. Upon completion, students will be able to apply the learned techniques. This is a CORE course.

HMM 252 - HOTEL/RESTAURANT AND TRAVEL LAW
3 Credits (3-0-0)
This course introduces the student to the many responsibilities that the law imposes upon the hospitality/travel business. Emphasis is placed on examples of litigation in the travel industry. Upon completion, the student should understand safe and sound rules to assist management in avoiding legal pitfalls and lawsuits.

HMM 254 - HOSPITALITY EMPLOYMENT LAW
1 Credits (1-0-0)
This course includes definitions of discrimination, the evolution of Equal Employment Opportunity legislation, employment laws and court interpretations, major areas of abuse and litigation in hospitality operations, and the Americans with disabilities act.

HMM 256 - LABOR COST CONTROL
1 Credits (1-0-0)
This course is an introduction to the basics of labor cost control in the hospitality industry. The student will gain an understanding of labor cost considerations, performance standards and training methods for the hospitality industry.

HMM 260 - HUMAN RESOURCE MANAGEMENT
3 Credits (3-0-0)
This course is designed to provide students with a basic understanding of personnel management for the hospitality and travel industry. Students will be introduced to forces affecting the labor market, scientific management and the service sector, the importance of flexible employees and policies, and labor problems currently facing the industry. Upon completion, student should understand changing worker attitudes and values, federal and state legislation, the shrinking labor market, the changing demographics of the labor market, and the growing demands for better service.

HMM 281 - CURRENT TOPICS IN HOSPITALITY MANAGEMENT
3 Credits (3-0-0)
This course is designed to introduce students to major topics currently influencing the management of hospitality operations. Course topics include, but are not limited to, hospitality law, ethics, human resources management, hotel/food service marketing, facilities management, cost control, information systems management, and customer service. Upon completion, students will have an updated outlook on factors influencing the hospitality field.

HEALTH SCIENCES (HPS)

HPS 105 - MEDICAL TERMINOLOGY
3 Credits (2-2-0)
This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

HOSPITALITY SERVICES MANAGEMENT (HSM)

HSM 123 A-D - HOSPITALITY FIELD EXPERIENCE I
3 Credits (1-0-15)
This supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries. This course may be repeated for credit.

HSM 124 A-E - FOOD AND BEVERAGE FIELD EXPERIENCE
3 Credits (0-0-15)
This supervised field experience puts a student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries. This course may

be repeated for credit.

HSM 140 - HOSPITALITY INDUSTRY COMPUTER SYSTEMS
3 Credits (2-2-0)
This course presents an introduction to information systems used in the hospitality industry. Special focus will be on advances in the area of reservation systems, guest services, food and beverage management, hotel sales and hospitality accounting. Through applied study with hospitality management examples, students will be introduced to industry-specific applications for word processing, database management, spreadsheets, and presentation software.

HSM 201 - EVENT PLANNING AND MANAGEMENT
3 Credits (1-0-6)
This course will provide students with an introduction to the management techniques necessary to successfully plan and execute hospitality functions. Students will learn the different front of the house service positions necessary to accomplish a successful dining experience through cross training at Frederic's (Faulkner's commercial dining room). Students will gain competency in the development of a business plan for a new restaurant or catering service. Menu planning and design will be introduced as a key component of developing and maintaining a successful hospitality organization. Upon completion, students will have a working knowledge of business plans, menu strategies and management tactics necessary to successfully plan hospitality events.

HSM 202 - FOOD AND BEVERAGE PLANNING AND DESIGN
3 Credits (3-0-0)
This course is designed to introduce students to practical theory and methodology relating to the planning and design process of restaurant development. The focus of the course is to provide students with an understanding that the economic success of a restaurant depends greatly on sound facilities planning.

HSM 203 - LODGING OPERATIONS MANAGEMENT
3 Credits (3-0-0)
This course is a study of lodging operations encompassing material from both the hotel and vacation rental segments of the hospitality and tourism industry. Particular emphasis will be given to front office operations including reservations, guest relations, association management, owner relations, and the interrelationships of property departments.

HSM 212 - RESTAURANT MANAGEMENT
3 Credits (3-0-0)
This course is designed to expound on and integrate the elements of cost control, human resources management, marketing and service principles that are crucial to the success of a restaurant. Students will learn the skills necessary to manage a restaurant profitably with respect to the shrinking labor market and increased customer expectations of service.

HSM 214 - HOSPITALITY SALES
3 Credits (3-0-0)
This course is designed to provide students with a solid background in hospitality sales, advertising, and marketing. The main focus of the course is on practical sales techniques for selling to target markets.

HSM 222 - MEETING AND CONVENTION MANAGEMENT
3 Credits (3-0-0)
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.

HSM 230 - PROPERTY MANAGEMENT
3 Credits (3-0-0)
This course introduces students to physical operations management in the condominium/resort industry, including effective maintenance programs and routines, landscape operations, infrastructure, and superstructure planning. Students will also be introduced to the process of effective decision-making for physical plant and grounds purchasing, receiving, and maintenance. Upon completion, students will understand physical plant operations for condominium resorts.

HSM 232 - EVENT LOGISTICS AND ENTERTAINMENT
3 Credits (3-0-0)
This course is designed to give students an introduction to venue planning and design as well as planning entertainment for fundraisers, festivals, meetings, and other events.

HSM 234 - PLANNING AND DEVELOPMENT OF LEISURE PROGRAMS AND FESTIVALS
3 Credits (3-0-0)
This course introduces students to the theory and practice of developing exciting and profitable leisure programs and festivals.

HSM 236 - EVENT MARKETING
3 Credits (3-0-0)
This course introduces event-planning students to marketing theory as applied for various events to include festivals, concerts, leisure programs, sporting events, and meetings.

HSM 250. HOSPITALITY MARKETING
3 Credits (3-0-0)
This course is designed to study the principles of marketing and promotion as they relate to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events.

HSM 255 - HOSPITALITY AND TOURISM NONPROFIT ORGANIZATIONS
3 Credits (3-0-0)
This course will explore the roles and management of nonprofit organizations in the Hospitality and Tourism industry. Topics will range from issues of leadership to those of operational implementation. Basic concepts, research and theories on nonprofit organizational behavior will be introduced to assist students in learning principles and techniques for developing and managing financial and human resources. The contrasting roles of staff, volunteers, managers and trustees will be examined to develop an understanding of how each contributes to framing and achieving a nonprofit organization's mission

HSM 265 - PLANNING AND DEVELOPMENT OF TOURISM
3 Credits (3-0-0)
This course explores major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance of tourism, tourism history and careers, elements of tourism supply and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting development. Upon completion, students will be able to analyze the impact of various facets of the tourism industry. Prerequisite: HMM105.

HSM 266 - RESORT MANAGEMENT
3 Credits (3-0-0)
The purpose of this course is to help students understand the unique characteristics of resort planning development, and management and to demonstrate how resort management principles and techniques can best be applied.

HSM 270 - PLANNING AND MANAGEMENT SPORTS TOURISM AND EVENTS
3 Credits (3-0-0)
This course explores major concepts in planning and managing sports events and sports tourism and how sports tourism and sports events can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance sports tourism and event history and careers, elements of sport management and demand, planning and development principles, marketing, research, regulation and deregulation, and government

agencies affecting sports tourism and sporting events. Upon completion, students will be able to analyze the impact of various facets of the sports tourism industry.

HSM 281 - SPECIAL TOPICS IN HOSPITALITY MANAGEMENT
3 Credits (3-0-0)
These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs.

HUMANITIES (HUM)

HUM 299 - PTK HONORS COURSE
3 Credits (3-0-0)
This course combines HUM 299-01, -02, and -03 into a single semester course with a total of 3 credit hours (not repeatable for credit). It provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. Prerequisite: As approved by PTK Advisor. Code A

HUM 299-01 - PTK HONORS I
1 Credit (1-0-0)
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit. Prerequisite: As approved by PTK advisor. Code A

HUM 299-02 - PTK HONORS II
1 Credit (1-0-0)
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit. Prerequisite: As approved by PTK advisor. Code A

HUM 299-03 - PTK HONORS III
1 Credit (1-0-0)
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit. Prerequisite: As approved by PTK advisor. Code A

INTERDISCIPLINARY STUDIES/HONORS (IDS)(IDH)

IDS 114 - INTERDISCIPLINARY SEMINAR: CURRENT TOPICS IN HUMAN CONCERNS
1 Credit (1-0-0)
This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS114 may be repeated for credit. Prerequisite: Permission of Instructor. Code C

IDS 115 - FORUM
1 Credit (1-0-0)
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS115 requires attendance at designated events, which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS115 may be repeated for credit. Code C

IDS 200 - COLLEGE SCHOLARS BOWL WORKSHOP
1 Credit (1-0-0)
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS200 may be repeated for credit. Prerequisite: Permission of Instructor. Code C

IDH 214 - INTERDISCIPLINARY: CURRENT TOPICS OF HUMAN CONCERN
1 Credit (1-0-0)
This interdisciplinary seminar provides an opportunity for the student to conduct an in depth investigation of selected topics related to human values and the influence of the sciences on those values. Classroom activities emphasize and help develop skill for public speaking. A seminar paper and oral presentation/defense are required to enhance the student's skills in analysis, critical thinking and communication. Prerequisite: Admission to the Honors Program or consent and completion of at least one humanities-emphasis honors course and one science-emphasis honors course. Code A

IDS 299 - DIRECTED STUDIES IN LEADERSHIP
1 Credit (1-0-0)
This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS299 may be repeated for credit. Code C

INDUSTRIAL ENGINEERING TECHNOLOGY (IET)

IET 111 - DC FUNDAMENTALS
3 Credits (2-2-0)
This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

IET 122 - ROTATING MACHINERY AND CONTROLS
3 Credits (2-2-0)
This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This is a CORE course.

IET 131 - FLUID POWER SYSTEMS
3 Credits (2-2-0)

This course is provided instruction in topics ranging from basic physical concepts of machines to component operation and its typical system applications. Included are hydraulic valves, actuators, pumps, motors and their connection in transmission of energy through fluid power systems.

IET 143 - PRINCIPLES OF ELECTRICITY
3 Credits (2-2-0)

This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. This is a CORE course.

INDUSTRIAL ELECTRONICS TECHNOLOGY (ILT)

ILT 108 - INTRODUCTION TO INSTRUMENTS AND PROCESS CONTROL
3 Credits (2-2-0)

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

ILT 110 - ADVANCED INDUSTRIAL PROCESS CONTROL TECHNOLOGY
3 Credits (2-2-0)

This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

ILT 114 - INSTRUMENTATION OPERATION AND CALIBRATION
3 Credits (2-2-0)

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

ILT 115 - ADVANCED INDUSTRIAL CONTROLS
3 Credits (3-0-0)

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.

ILT 166. MOTORS AND TRANSFORMERS I
3 Credits (2-2-0)

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion students should be able to test motors, transformer types, and test for input and output voltage.

ILT 180 - SPECIAL TOPICS
3 Credits (3-0-0)

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

ILT 214 - CONTROL AND TROUBLESHOOTING FLOW, LEVEL, TEMPERATURE, PRESSURE AND LEVEL PROCESSES
3 Credits (2-2-0)

The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual lab equipment.

ILT 215 - PLC MONITORING AND CONTROL OF INSTRUMENTATION PROCESS VARIABLES
3 Credits (2-2-0)

The student is introduced to analog and digital PLC process control systems. The student is also introduced to networking PLC and using gateways to interface to Ethernet type devices. The student gains knowledge and experience in the design and selection of PLC equipment used in control, troubleshooting, and monitoring control loops on actual equipment in the lab.

ILT 218 - INDUSTRIAL ROBOTICS CONCEPTS
3 Credits (2-2-0)

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

ILT 227 - NATIONAL ELECTRIC CODE
2 Credits (2-0-0)

This course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon completion, students should be able to apply principles of National Electrical Code Manual to specific residential, commercial, and industrial applications.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

INT 106 - ELEMENTS OF INDUSTRIAL MECHANICS
3 Credits (2-2-0)

This course provides instruction in basic physics concepts applicable to industrial mechanics. Topics include mechanical principles with emphasis placed on power transmission and specific mechanical components. Upon course completion, students will be able to apply principles relative to mechanical tools, fasteners, basic mechanics, lubrication, bearings, packing and seals.

INT 117 - PRINCIPLES OF INDUSTRIAL MECHANICS
3 Credits (2-2-0)

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power

transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.

INT 126 - PREVENTIVE MAINTENANCE
3 Credits (1-4-0)
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

INT 127 - PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS
3 Credits (2-2-0)
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

INT 132 - PREVENTIVE AND PREDICTIVE MAINTENANCE
3 Credits (2-2-0)
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

INT 134 - PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES
3 Credits (2-2-0)
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course.

INT 153 - PRECISION MACHINING FUNDAMENTALS I
3 Credits (2-2-0)
This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

INT 158 - INDUSTRIAL WIRING I
3 Credits (1-4-0)
This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

INT 161 - BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS
3 Credits (3-0-0)
This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

INT 215 - TROUBLESHOOTING TECHNIQUES
3 Credits (1-4-0)

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

INT 222 - SPECIAL TOPICS
3 Credits (2-2-0)
This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.

INT 232 - MANUFACTURING PLANT UTILITIES
3 Credits (2-2-0)
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/ control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting.

INT 291 - COOPERATIVE EDUCATION
3 Credits (0-6-0)
This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

LEISURE FACILITIES MANAGEMENT (LFM)

LFM 148 - SPORTS TURF MANAGEMENT
3 Credits (3-0-0)
This course is a study of sport turf management and is optional for students of Landscape Operations Technology. Topics include materials, techniques and tools required for the proper installation and maintenance of turf for athletic applications. Upon completion students will be able to install and maintain turf for sport application, particularly golf. Prerequisite: LOM 125.

LFM 298 - INTERNSHIP IN GOLF COURSE MANAGEMENT
3 Credits (0-6-0)
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

LFM 299 - INTERNSHIP IN GOLF COURSE MANAGEMENT
3 Credits (0-6-0)
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

LANDSCAPE OPERATIONS MANAGEMENT (LOM)

LOM 110 - INTRODUCTION TO HORTICULTURE
3 Credits (3-0-0)
This course provides students with foundational knowledge relative to the horticulture profession. Specific topics include information regarding the horticulture industry, safety practices, basic botany, and general plant care and culture. This is a CORE course.

LOM 115 - SOILS AND FERTILIZERS

3 Credits (2-2-0)

This course provides students with an overview of methodologies to improve soil through preventing erosion, pH balance, and the proper use of nutrients and fertilizers. Specifically, students will learn the characteristics of soils, methods to control soil erosion, methods to modify soil, how to test and modify soil pH, and how to provide nutrients through fertilizers and other means to improve plant growth. This is a CORE course.

LOM 120 - PLANT PROPAGATION
3 Credits (2-2-0)

This course is designed to provide students with basic knowledge related to sexual and asexual plant propagation. At the conclusion of this course students will be able to use various techniques to propagate plants through seeds and asexual means such as budding, cutting, and grafting.

LOM 125 - TURF MANAGEMENT
3 Credits (2-2-0)

This course is the study of all major southern lawn and sport grasses, their establishment and maintenance. Topics include turf equipment, fertilizers, insect and disease problems, and mowing techniques. Upon course completion, students will be able to evaluate the quality of an existing turf area and prescribe a maintenance program for turf used for lawns, playing fields and parks.

LOM 130 - LANDSCAPE DESIGN I
3 Credits (3-0-0)

This course is an introduction to graphic communication, composition and color, as applied to basic landscape design. Topics include graphic techniques, basic design principles, and the study of special compositions. Upon completion of this course, students will be able to develop basic, small-scale landscape plans. Prerequisite: LOM 135.

LOM 136 - RESIDENTIAL LANDSCAPE DESIGN
3 Credits (1-4-0)

This course provides an overview of the fundamentals of residential site design. Topics include site measuring and base map preparation, functional diagrams, landscape design principles, drafting and drawing procedures, design principles, appropriate use of plant materials, planting, site preparation, and spatial composition. Upon course completion, students will be able to develop a master plan for a residential property.

LOM 137 - COMMERCIAL LANDSCAPE DESIGN
3 Credits (3-0-0)

This course focuses on large landscape design projects. Topics include site analysis, design development, and project scheduling. Upon course completion, students will be able to develop a professional landscape design including scheduling and cost estimates of materials, labor, and overhead. Prerequisite: LOM130, LOM230 or permission.

LOM 141 - LANDSCAPE MAINTENANCE
2 Credits (1-2-0)

This course focuses on maintaining plant materials and turf in an existing landscape. Topics include pruning, mowing techniques, pest management, and selection of maintenance equipment. Upon course completion, students will be able to demonstrate landscape maintenance techniques and will be able to prepare labor-time estimates and cost analysis for maintaining landscapes.

LOM 151 - LANDSCAPE PLANT MATERIALS
3 Credits (3-0-0)

This course is a study of the identification and culture of landscape plants, both woody and herbaceous, which are used in landscape operations in the southeast United States. Topics include: identification, culture, and applications for a selected variety of southeastern ornamental and native landscape plant material. Upon completion of this course, students will be able to identify, specify, and prescribe basic maintenance programs for southern landscape plant materials.

LOM 190 - LANDSCAPE OPERATIONS SHOP AND EQUIPMENT

MANAGEMENT
3 Credits (3-0-0)

This course is a study of landscape and golf course equipment shop management. Topics include shop safety, OSHA and EPA regulations, shop layout, and equipment inventory. Upon course completion, students will be able to apply effective shop management practices.

LOM 225 - IRRIGATION CONCEPTS
3 Credits (3-0-0)

This course covers irrigation design from water sources to tail water recovery. Emphasis is placed on pumps, pipes, spray heads and control devices. Upon completion, students will be able to engineer and construct irrigation systems for any use.

LOM 230 - LANDSCAPE DESIGN II
3 Credits (3-0-0)

This course is a study of basic concepts and current practices in landscape design. Topics include the art and science of the use of plant material with emphasis on the aesthetics of for, space and composition. Upon completion the student will be able to develop detailed landscape designs. Prerequisite: LOM130 or LOM151.

LOM 231 - LANDSCAPE CONSTRUCTION II
3 Credits (3-0-0)

This course is a study of the installation and maintenance of plant materials. Topics include procedures involved in bed preparation, properly designating, shipping and handling, and installing and maintaining plant materials. Upon completion of this course the student will be able to successfully install the plant material portion of a landscape project. Prerequisite: LOM110 or permission of instructor.

LOM 240 - LANDSCAPE PROJECT PLANNING
4 Credits (3-2-0)

This course deals with unique factors in designing, scheduling, and constructing specialized components of major landscape projects. Major topics will include project planning, costs estimates, bidding, use of contract labor, state and federal regulations, and the detail planning needed to complete the project on schedule. Upon course completion, students will be able to develop a complete project plan.

LOM 244 - LANDSCAPE CONSTRUCTION III
3 Credits (3-0-0)

This course is a study of design, detailing and construction techniques for hardscape components in landscape development. Topics include landscape applications in wood, in concrete, and in paving stone. Upon completion, students will be able to specify and install these portions of a landscape project.

LOM 261 - PEST AND WEED CONTROL
3 Credits (3-0-0)

This course is the study of pest and weed control. Topics include insect and nematode pests, disease, fungi and weed problems of landscape plants, emphasizing control principles and recommendations, calibrations and use of equipment, and safety regulations and practices. Particular emphasis will be given to Integrated Pest Management practices. Upon completion of this course the students will be able to sit for the license exams in pest spraying in the state of Alabama.

LOM 291 - INTERNSHIP - LANDSCAPE OPERATIONS
3 Credits (0-0-15)

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Prerequisite: LOM majors.

LOM 292 - INTERNSHIP - LANDSCAPE OPERATIONS
3 Credits (0-0-15)

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis

is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Prerequisite: LOM291.

MACHINE TECHNOLOGY (MTT)

MTT 108 - MACHINE HANDBOOK FUNCTIONS I
3 Credits (3-0-0)
This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools. This course is aligned with NIMS certification standards.

MTT 121 – BASIC PRINT READING FOR MACHINISTS
3 hours (3-0-0)
This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This is a CORE course and is aligned with NIMS certification standards.

MTT 134 – LATHE OPERATIONS I
3 hours (2-2-0)
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.

MTT 135 – LATHE OPERATIONS I LAB
3 hours (0-6-0)
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. MTT 134/135 are suitable substitutes for MTT 129. This course is aligned with NIMS standards.

MTT 137 – MILLING I
3 hours (2-2-0)
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.

MTT139 – BASIC COMPUTER NUMERICAL CONTROL
3 hours (2-2-0)
This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards.

MTT 140 – BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I
3 hours (1-4-0)
This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

MTT 147 – INTRODUCTION TO MACHINE SHOP I
3 hours (2-2-0)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT 100 is a suitable substitute for MTT147/148.

MTT 148 – INTRODUCTION TO MACHINE SHOP I LAB
3 hours (0-6-0)
This course provides practical application of the concepts and principles of machining operations learned in MTT147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT100 is a suitable substitute for MTT147/148. This course is aligned with NIMS certification standards.

MARKETING (MKT)

MKT220 - ADVERTISING AND SALES PROMOTION
3 Credits (3-0-0)
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Code C

MATHEMATICS (MTH)

MAH 101 - INTRODUCTORY MATHEMATICS I
3 Credits (3-0-0)
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ration and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. Prerequisite: Appropiate mathematics placement score. NCA

MTH 080 - MATHEMATICS LABORATORY
2 Credits (2-0-0)
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the students. NCA

MTH 090 - BASIC MATHEMATICS
3 Credits (3-0-0)
The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course students are expected to be able to perform basic mathematical operations. NCA

MTH 098 - ELEMENTARY ALGEBRA
3 Credits (3-0-0)
This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials. Prerequisite: MTH090 or appropriate mathematics placement score. NCA

MTH 100 - INTERMEDIATE COLLEGE ALGEBRA
3 Credits (3-0-0)
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics. Prerequisite: MTH 098 or appropriate mathematics placement score. Code B

MTH 110 - FINITE MATHEMATICS
3 Credits (3-0-0)
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., student who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial distributions and Normal Distributions, matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, line programming, the simplex method and applications. Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher, or S if taken as Pass/Fail, MTH100. Code A

MTH 112 - PRECALCULUS ALGEBRA
3 Credits (3-0-0)
This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. This course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule and mathematical induction. Prerequisite: All core mathematics courses in Alabama must have as a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher, or S if taken as Pass/Fail, MTH100. Code A

MTH 113 - PRECALCULUS TRIGONOMETRY
3 Credits (3-0-0)
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. Prerequisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH112. Code A

MTH 115 - PRECALCULUS ALGEBRA AND TRIGONOMETRY
4 Credits (4-0-0)
This course is a one-semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometry functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem and polar coordinates. Prerequisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with

a C or higher MTH100. Code A

MTH 116 - MATHEMATICAL APPLICATIONS
3 Credits (3-0-0)
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics. Prerequisite: MTH090 or appropriate mathematics placement score. Code C

MTH 118 - TECHNICAL MATHEMATICS
3 Credits (3-0-0)
This course includes selected topics from algebra, analytic geometry, and trigonometry with emphasis on applications to engineering technology. Topics may include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. Prerequisite: MTH100 or appropriate mathematics placement score. The course does not apply toward the general core requirement for mathematics. Code C

MTH 120 - CALCULUS AND ITS APPLICATIONS
3 Credits (3-0-0)
This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications). Prerequisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH112. Code A

MTH 125 - CALCULUS I
4 Credits (4-0-0)
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. Prerequisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH113 or MTH115. Code A

MTH 126 - CALCULUS II
4 Credits (4-0-0)
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. Prerequisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher MTH125. Code A

MTH 227 - CALCULUS III
4 Credits (4-0-0)
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem. Prerequisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra

II with an appropriate mathematics placement score is required. Prerequisite: MTH126. Code A

MTH 231 - MATH FOR ELEMENTARY TEACHER I
3 Credits (3-0-0)
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are at the grade level and subject matter appropriate and test for mathematical proficiency and the learning of teaching concepts. Prerequisite: As required by program. Code B

MTH 232 - MATH FOR THE ELEMENTARY TEACHER II
3 Credits (3-0-0)
This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. Prerequisite: MTH231. Code B

MTH 237 - LINEAR ALGEBRA
3 Credits (3-0-0)
This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. Prerequisite: MTH126. Code A

MTH 238 - APPLIED DIFFERENTIAL EQUATIONS I
3 Credits (3-0-0)
An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. Corequisite: MTH 227. Code A

MTH 250 - DISCRETE MATHEMATICS
3 Credits (3-0-0)
This course provides an introduction to combinatorics and graph theory. Topics include sets, logic, relations and functions, mathematical induction, algorithmic processes, recurrence relations, counting techniques, asymptotic growth, Boolean algebra, graphs, and network algorithms. Corequisite: MTH 126. Code B

MTH 265 - ELEMENTARY STATISTICS
3 Credits (3-0-0)
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included. Prerequisite: MTH100 or appropriate mathematics placement score. Code B

MTH 270 - PROBABILITY AND STATISTICS CONCEPTS
3 Credits (3-0-0)
This course provides an examination of the theory and applications of probability and statistics based on topics from calculus. It includes probability, sample spaces, random variables, probability distributions, estimation, confidence intervals, hypothesis testing, experimental analysis, moments and moment generating functions, and computer-assisted data analysis using appropriate computer software. Corequisite: MTH126. Code B

MUSIC ENSEMBLE (MUL)
MUL CLASS PERFORMANCE INSTRUCTION
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals. Code C

MUL 101-102-201-202 CLASS PIANO I, II, III, IV
1 Credit each (0-2-0)

MUL 111-112-211-212 CLASS VOICE I, II, III, IV
1 Credit each (0-2-0)

This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble. Prerequisite: Permission of the instructor. Code C

MUL 170-171-270-271 MUSIC WORKSHOP I, II, III, IV
3 Credits each (0-6-0)

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role. Code C

MUL172-173-272-273 MUSICAL THEATRE WORKSHOP I, II, III, IV
2 Credits each (0-4-0)

MUL MUSIC ENSEMBLES
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Code B

MUL 180-181-280-281 CHORUS I, II, III, IV
1 Credit each (0-2-0)

MUL 182-183-282-283 VOCAL ENSEMBLE I, II, III, IV
1 Credit each (0-2-0)

MUL 184-185-284-285 JAZZ/SHOW CHOIR I, II, III, IV
1 Credit each (0-2-0)

MUL 192-193-292-293 INSTRUMENTAL ENSEMBLE I, II, III, IV

1 Credit each (0-2-0)

MUL 196-197-296-297 JAZZ/SHOW BAND I, II, III, IV
1 Credit each (0-2-0)

MUSIC PERFORMANCE (MUP)
MUP INDIVIDUAL PERFORMANCE INSTRUCTION

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. Prerequisite: Permission of the instructor. Code B

MUP 101-102-201-202 PRIVATE PIANO I, II, III, IV
1 Credit each (0-2-0)

MUP 111-112-211-212 PRIVATE VOICE I, II, III, IV
1 Credit each (0-2-0)

MUP 133-134-233-234 PRIVATE GUITAR I, II, III, IV
1 Credit each (0-2-0)

MUP 135-136-235-236 PRIVATE FRETTED INSTRUMENTS I, II, III, IV
1 Credit each (0-2-0)

MUP 141-142; 241-242 PRIVATE FLUTE I, II, III, IV
1 Credit each (0-2-0)

MUP 143-144; 243-244 PRIVATE CLARINET I, II, III, IV
1 Credit each (0-2-0)

MUP 145-146-245-246 PRIVATE SAXOPHONE I, II, III, IV
1 Credit each (0-2-0)

MUP 161-162-261-262 PRIVATE TRUMPET I, II, III, IV
1 Credit each (0-2-0)

MUP 171-172-271-272 PRIVATE TROMBONE I, II, III, IV
1 Credit each (0-2-0)

MUP 181-182-281-282 PRIVATE PERCUSSION I, II, III, IV
1 Credit each (0-2-0)

MUSIC (MUS)

MUS 100A – MUS 100B - CONVOCATION
1 Credit each (1-0-0)
This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester. Prerequisite: Permission. Code C

MUS 101 - MUSIC APPRECIATION
3 Credits (3-0-0)
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Code A

MUS 110 - BASIC MUSICIANSHIP
3 Credits (3-0-0)
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. Code C.

MUS 111 - MUSIC THEORY I
3 Credits (3-0-0)
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS110. Corequisite: MUS113.   Code B

MUS 112 - MUSIC THEORY II
3 Credits (3-0-0)
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS111. Corequisite: MUS114. Alabama Community College System Transfer Code B.

MUS 113 - MUSIC THEORY LAB I
1 Credit (0-2-0)
This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. Prerequisite: MUS 110. Corequisite: MUS111. Code B

MUS 114 - MUSIC THEORY LAB II
1 Credit (0-2-0)
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include scales, intervals, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions. Prerequisite: MUS113. Corequisite: MUS112. Code B.

NURSING (NUR)

NUR 112 - FUNDAMENTAL CONCEPTS OF NURSING
7 Credits (4-6-3)
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

NUR 113 - NURSING CONCEPTS I
8 Credits (4-3-9)
This course teaches foundational knowledge of nursing concepts

and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

NUR 114 - NURSING CONCEPTS II
8 Credits (5-0-9)
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

NUR 115 - EVIDENCE BASED CLINICAL REASONING
2 Credits (1-0-3)
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

NUR 209 - CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS
10 Credits (6-3-9)
This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

NUR 211 ADVANCED NURSING CONCEPTS
7 Credits (4-0-9)
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

NUR 221 - ADVANCED EVIDENCE BASED CLINICAL REASONING
7 Credits (3-0-12)
This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery system.

OFFICE ADMINISTRATION (OAD)

OAD 100 - INTRO TO KEYBOARDING AND TECHNOLOGY
3 Credits (3-0-0)
This course is designed to enable the student to develop touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills. Prerequisite: None. Code C

OAD 101 - BEGINNING KEYBOARDING
3 Credits (3-0-0)
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc. Prerequisite: None. Code C

OAD 103 - INTERMEDIATE KEYBOARDING
3 Credits (3-0-0)
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. Prerequisite: OAD101. This is a CORE course. Code C

OAD 104 - ADVANCED KEYBOARDING
3 Credits (3-0-0)
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. Prerequisite: OAD103. Code C

OAD 125 - WORD PROCESSING
3 Credits (3-0-0)
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. Prerequisite: OAD101. This is a CORE course. Code C

OAD 126 - ADVANCED WORD PROCESSING
3 Credits (3-0-0)
This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Prerequisite: OAD125. Code C

OAD 127 - BUSINESS LAW
3 Credits (3-0-0)
This course is designed to introduce the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on principles of law dealing with contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of the legal issues affecting business transactions. Prerequisite: None. Code C

OAD 130 - ELECTRONIC CALCULATIONS
3 Credits (3-0-0)
This course is designed to teach the touch system and problem solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. Prerequisite: None. Code C

OAD 135 - FINANCIAL RECORD KEEPING
3 Credits (3-0-0)
This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. Prerequisite: None. Code C

OAD 137 - COMPUTERIZED FINANCIAL RECORD KEEPING
3 Credits (3-0-0)
This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in

the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data. Prerequisite: None. Code C

OAD 138 - RECORDS/INFORMATION MANAGEMENT
3 Credits (3-0-0)

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of files. Upon completion, the student should be able to perform basic filing procedures. Prerequisite: None. Code C

OAD 200 - MACHINE TRANSCRIPTION
3 Credits (3-0-0)

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. Prerequisite: OAD103. Code C

OAD 201 - LEGAL TERMINOLOGY
3 Credits (3-0-0)

his course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. Prerequisite: None. Code C

OAD 202 - LEGAL TRANSCRIPTION
3 Credits (3-0-0)

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. Prerequisite: OAD103. Code C

OAD 203 - LEGAL OFFICE PROCEDURES
3 Credits (3-0-0)

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. Prerequisite: None. Code C

OAD 211 - MEDICAL TERMINOLOGY
3 Credits (3-0-0)

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using medical terminology. Prerequisite: None. Code C

OAD 212 - MEDICAL TRANSCRIPTION
3 Credits (3-0-0)

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Prerequisite: OAD103. Code C

OAD 213 - ADVANCED MEDICAL TRANSCRIPTION
3 Credits (3-0-0)

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies, and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment. Prerequisite: OAD212. Prerequisite: None. Code C

OAD 214 - MEDICAL OFFICE PROCEDURES
3 Credits (3-0-0)

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Prerequisite: None. Code C

OAD 215 - HEALTH INFORMATION MANAGEMENT
3 Credits (3-0-0)

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Prerequisite: None. Code C

OAD 216 - ADVANCED HEALTH INFORMATION MANAGEMENT
3 Credits (3-0-0)

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Prerequisite: OAD215. Code C

OAD 217 - OFFICE MANAGEMENT
3 Credits (3-0-0)

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office. Prerequisite: None. Code C

OAD 218 - OFFICE PROCEDURES
3 Credits (3-0-0)

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Prerequisite: None. Code C

OAD 230 - COMPUTERIZED DESKTOP PUBLISHING
3 Credits (3-0-0)

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. Prerequisite: None. Code C

OAD 232 - THE ELECTRONIC OFFICE

3 Credits (3-0-0)
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab exercises. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology. Prerequisite: None. Code C

OAD 233 - TRENDS IN OFFICE TECHNOLOGY
3 Credits (3-0-0)
This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office. Prerequisite: None. Code C

OAD 242 - OFFICE INTERNSHIP
3 Credits (0-3-0)
This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. Prerequisite: None. Code C

OAD 243 - SPREADSHEET APPLICATIONS
3 Credits (3-0-0)
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. Prerequisite: None. Code C

OAD 244 - DATABASE CONCEPTS
3 Credits (3-0-0)
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports. Prerequisite: None. Code C

OAD 246 - OFFICE GRAPHICS AND PRESENTATIONS
3 Credits (3-0-0)
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. Prerequisite: None. Code C

ORIENTATION (ORI)

ORI 101 - ORIENTATION TO COLLEGE
1 Credits (1-0-0)
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. Prerequisite: None.

PASTRIES (PAS)

PAS 100 - FUNDAMENTALS OF BAKING
4 Credits (2-0-6)
This introductory course in baking will cover basic ingredients, weights and measures, function of standardized recipe/ formula, and hands-on experience preparing a variety of baked goods. Topics will include cookies, yeast- leavened breads, quick breads, pies, pound cakes and laminated doughs. Prerequisite/Corequisite: CUA112

PAS 130 - CHOCOLATE AND TRUFFLES
3 Credits (1-0-4)
This course is a specialty hands on course in chocolate, focusing on: tempering, chocolate candy making and the use of chocolate as a centerpiece medium. The student will develop competency in chocolate to apply in the industry. Prerequisite/Corequisite: CUA112

PAS 132 - SPECIAL TOPICS IN BAKING
1 Credit (0-0-2)
This course provides specialized instruction in various ares related to the baking industry. Emphasis is placed on meeting student's needs. Prerequisite/Corequisite: CUA112

PAS 133 - SPECIAL TOPICS IN PASTRY ARTS
1 Credit (0-0-2)
This course provides specialized instruction in various ares related to the Pastry Arts. Emphasis is placed on meeting student's needs. Corequisite: CUA112

PAS 165 - CAKE DECORATING AND DESIGN
3 Credits (1-0-6)
This course focuses on preparing cake, tortes, individual Viennese cakes, and piping skills. Emphasis is placed on piping different mediums such as; buttercream, royal icing; assembling cakes with different batters. Corequisite: CUA112

PAS 166 - CAKE DECORATING AND DESIGN II
3 Credits (2-0-4)
This cake decorating course emphasis the preparation of roll fondant cakes and gum paste flowers. Students will be introduced to elaborate technique of runouts, extension work, overpiping and different styles of producing gum paste flowers. Prerequisite: None.

PAS 168 - SPECIALTY EUROPEAN CAKES
3 Credits (1-0-4)
This course focuses on the preparing of European tortes with an emphasis placed on different icing mediums; such as butter-cream, pastry cream and chantilly cream; also assembling cakes with different batters, such as Genoise and Japonaise. Upon completion of course the student should be able to assemble tortes with different mediums, batters, and assemble styles. Prerequisite/Corequisite: CUA112

PAS 170 - ESSENTIALS OF BREAD BAKING
3 Credits (1-0-4)
The student will learn the simple steps in bread baking from proper use of tools and equipment; the critical time-temperature relationship; ingredient functions, dough handling and mixing; fermentation; shaping and scoring; to baking. Prerequisite/Corequisite: CUA112

PAS 171 - WORLD CLASS BREADS
3 Credits (1-0-4)
The student will learn to make world class breads using Old World techniques and original methods from pre-fermented sponges and doughs. The secrets to crusty French bread, aromatic hearth bread, and sour dough bread will be revealed. Prerequisite/Corequisite: CUA112

PAS 173 - PASTRIES I
3 Credits (1-0-4)
This is an introductory course to the basics of pastries. Emphasis is on the development of techniques and skills necessary for execution of country-style desserts, decorated cake, custards, and creams, frozen desserts and basic chocolate work. Prerequisite/Corequisite: CUA112, PAS100

PAS 175 - PASTRIES II
3 Credits (1-0-4)
This course is a continuation of PAS 173, Pastries I. This course focuses on the development of techniques and skills necessary for execution of decorated cakes, individual desserts, plated desserts, frozen desserts, modernistic desserts, chocolate artistry, and sugarwork. Prerequisite/Corequisites: CUA112, PAS100, PAS208.

PAS 177 - BAKING AND PASTRY CAPSTONE CLASS
1 Credit (0-0-2)
In this course students will demonstrate their mastery of the required competencies for the completion of a Baking and Pastry Arts degree. Students will complete their competency checklist and demonstrate their baking abilities by preparing a variety of baked and confection items to be judged by a panel of chefs. Prerequisite/Corequisite: CUA112, PAS100, PAS208, PAS173, PAS175.

PAS 208 - ADVANCED BAKING
3 Credits (2-0-6)
This course is a continuation of PAS100. Students will focus on more advanced topics in baking that include creams, classical desserts, frozen desserts, tableside desserts, cakes, petite fours and marzipan. Prerequisite/Corequisite: CUA112.

PAS 209 - COMPETITION TEAMS
3 Credits (2-0-6)
This course may be repeated for credit. The student will learn ACF Hot Foods Competition and ACF Knowledge Bowl Competition. This course will teach the student class A, B, and C in professional competition. Prerequisite: See program advisor.

PAS 232 - DISTINGUISH TOPICS IN BAKING
3 Credits (2-0-6)
This course provides specialized instruction in various areas related to the baking industry. Emphasis is placed on meeting student's needs. Prerequisites: See program advisor.

PAS 233 - DISTINGUISH TOPICS IN PASTRY ARTS
3 Credits (2-0-6)
This course provides specialized instruction in various areas related to the Pastry Arts industry. Emphasis is placed on meeting student's needs. Prerequisites: See program advisor.

PAS 250 - FIELD EXPERIENCE
3 Credits (2-0-6)
A minimum of 150 hours of supervised practical experience in an approved food service system assigned by the coordinator. Students are supervised jointly by director of job and by the college instructor. Students will gain practical experience in food services. This course may be repeated for credit. Prerequisites: See program advisor.

PROCESS INDUSTRIES TECHNOLOGY: PULP/PAPER/CHEMICAL (PCT)

PCT 105 - PROCESS TECHNOLOGY I, EQUIPMENT
4 Credits (3-2-0)
This course provides an overview or introduction into the field of process technology equipment within the process industry. Students will be introduced to many process industry related equipment concepts including purpose, components, operation, and Process Technicians' role for operating and troubleshooting the equipment.

PCT 120 - PULP MANUFACTURING TECHNOLOGY
3 Credits (2-2-0)
A comprehensive overview of pulp mill operations including pulping, pulp processing and bleaching technology, process variables, equipment, terminology and chemical recovery. Specific topics may include fiber supplies and their properties; wood and chip preparation; Kraft, sulfite, mechanical pulping; equipment; process variables; chemical reactions involved in the pulping and recovery processes; pulp processing including washing, screening, and cleaning; bleaching, chemical recovery (evaporation, combustion, recausticizing). Laboratory experiences will include hands-on or demonstrations of testing chips, pulp, black liquor and white liquor properties. Upon completion, students should be able to discuss the wood pulping processes, from fiber collection and cooking through various methods of washing, bleaching, and recovery.

PCT 122 - INTRODUCTION TO PROCESS TECHNOLOGY
3 Credits (2-2-0)
This course provides a basic orientation for operators in the chemical process industries and introduces many of the terms and ideas which will be encountered in the workplace. Topics include operator roles, responsibilities, expectations, terminology, liabilities, chemistry, physics, basic plant equipment, general product handling, flow diagrams, utility systems, plant organization, and the basics of process control. Upon completion, students should have a general knowledge of the tasks, responsibilities, skills and attitude necessary to be a chemical operator in a process industry.

PCT 132 - PAPER AND CHEMICAL PROCESSES
3 Credits (2-2-0)
This course includes types of cooking equipment, various steps in pulp processing, operating strategies and economics, and many varied steps in the actual manufacture of paper. Topics include steps and processes which do not require the extensive use and understanding of the laws of chemistry. Upon completion, students should be able to draw and follow a basic flow diagram of chips through the cooking/screening/cleaning process and to and through the paper machine. Prerequisites: PCT111.

PCT 135 - PAPER MANUFACTURING TECHNOLOGY
3 Credits (2-2-0)
This course includes an overview of paper mill operations, including fiber raw materials (virgin and recycled), stock preparation refining, chemical additives, headbox operations, sheet forming and paper machine wet end operations, twin wire gap and multi ply forming, pressing, drying, machine clothing, calendaring, and winding. Laboratory experiences will include hands on or demonstration of paper properties and tests. Topics include steps and processes which do not require the extensive use and understanding of the laws of chemistry. Upon completion, students should be able to understand papermaking processes and have the ability to interact knowledgeably with process engineers, operators, suppliers, and technicians.

PCT 142 - INDUSTRIAL PROCESSES
3 Credits (2-2-0)
This course provides a familiarization with the general types of processes found in the paper and chemical industries, including distillation, fractionation, absorption, extraction, stripping, washing, screening, cleaning, filtration, drying, evaporation, centrifugation, product blending, and mixing. Topics include generic industrial processes, especially distillation, utilizing computer-based training and simulation to conduct realistic training in control room operations. Upon completion, students should be able to understand and appreciate the skills, efforts, communication, and especially the teamwork necessary to operate a successful industrial process.

PCT 154 - TECHNOLOGY AND SCIENCE OF PAPER RECYCLING
3 Credits (3-0-0)
This course has been designed to increase the ability to make decisions to improve the paper and board recycling process. Topics to be covered include overview of US paper recycling industry, issues with mixed recycled paper streams, effect of recycling on the fiber characteristics, equipment used in the recycling of paper and optimizing operation of each one, image analysis, deinking chemicals, and system design for specific paper grades.

PCT 210 - ENVIRONMENTAL CONTROL TECHNOLOGY
3 Credits (2-2-0)

An overview of the environmental control technologies associated with the pulp, paper and chemical process industries. Topics include safety of personnel, safe use of resources, raw water treatment methods, air pollution abatement methods and equipment, wastewater treatment methods and equipment, solids disposal methods and equipment, operation of the EPA; compliance with U.S. governmental regulations for all waste streams – air, water, and solids disposal. Upon completion, students should be able to describe common handling methods for various waste disposal streams such as solids handling, liquid effluent treatment systems and gas handling/cleaning systems. Laboratory experiences will include touring and/or operating a waste treatment plant and raw water treatment plant and testing for contaminants in waste streams.

PCT 221 - UNIT OPERATIONS
3 Credits (2-2-0)
This course is an introduction to the equipment and processes used in the paper and chemical industries. Topics include a study of vessels, piping systems, valves, pumps, heat exchanger, and filtering systems. Upon completion, students should be able to demonstrate a knowledge of vessels, feed systems, and equipment used in process industries. Prerequisites: PCT122.

PCT 222 - UNIT MAINTENANCE
3 Credits (2-2-0)
This course is designed to provide instruction in maintenance procedures as applied to pulp/paper and chemical industries. The student will study and perform maintenance on piping systems, bearings, boilers, valves, pumps and heat exchangers. The student will also learn proper chemical handling procedures, lubricating techniques, and surface preparation practices and techniques. Prerequisites: PCT221.

PCT 231 - STATISTICAL PROCESS CONTROL
3 Credits (2-2-0)
This course focuses on statistics and probability and how they apply to control charts with heavy emphasis on the normal curve and its many applications in quality and process control. Emphasis is placed on the development and use of control charts in industry. Upon completion, students should be able to construct and use control charts plus understand and use probability to make better operating decisions. Prerequisites: MTH098 or Equivalent Placement Score.

PHILOSOPHY (PHL)

PHL 106 - INTRODUCTION TO PHILOSOPHY
3 Credits (3-0-0)
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era. Code A

PHL 116 - LOGIC
3 Credits (3-0-0)
This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical and illogical reasoning. Code A

PHL 206 - ETHICS AND SOCIETY
3 Credits (3-0-0)
This course involves the study of ethical issues, which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. Code A

PHYSICAL EDUCATION (PED)

PED 100 - FUNDAMENTALS OF FITNESS
3 Credits (3-0-0)
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. Code B

PED 101 - SLIMNASTICS (BEGINNING)
1 Credit (0-0-2)
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. Code C

PED 102 - SLIMNASTICS (INTERMEDIATE)
1 Credit (0-0-2)
This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. Code C

PED 103 - WEIGHT TRAINING (BEGINNING)
1 Credit (0-0-2)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. Code C

PED 104 - WEIGHT TRAINING (INTERMEDIATE)
1 Credit (0-0-2)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. Code C

PED 105 - PERSONAL FITNESS
1 Credit (0-0-2)
This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. Code C

PED 106 - AEROBICS
1 Credit (0-0-2)
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. Code C

PED 107 - AEROBICS DANCE (BEGINNING)
1 Credit (0-0-2)
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. Prerequisite: PED106 or permission of instructor. Code C

PED 108 - AEROBICS DANCE (INTERMEDIATE)
1 Credit (0-0-2)
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, student should be able to participate in and design

an aerobics routine. Prerequisite: PED107 or permission of instructor. Code C

PED 109 - JOGGING
1 Credit (0-0-2)
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion students should be able to understand and appreciate the benefits derived from these activities. Code C

PED 118 - GENERAL CONDITIONING (BEGINNING)
1 Credit (0-0-2)
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. Code C

PED 119 - GENERAL CONDITIONING (INTERMEDIATE)
1 Credit (0-0-2)
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. Prerequisite: PED118 or instructor permission. Code C

PED 121 - BOWLING (BEGINNING)
1 Credit (0-0-2)
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. Code C

PED 122 - BOWLING (INTERMEDIATE)
1 Credit (0-0-2)
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. Prerequisite: PED121 or instructor permission. Code C

PED 123 - GOLF (BEGINNING)
1 Credit (0-0-2)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. Code C

PED 124 - GOLF (INTERMEDIATE)
1 Credit (0-0-2)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. Prerequisite: PED123 or instructor permission. Code C

PED 125 - SKATING
1 Credit (0-0-2)
This course introduces the fundamentals of skating. Emphasis is placed on basic positioning, balance, and form. Upon completion, students should be able to demonstrate skills necessary for recreational skating. Code C

PED 126 - RECREATIONAL GAMES
1 Credit (0-0-2)
This course is designed to give an overview a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities. Code C

PED 133 - TENNIS (BEGINNING)
1 Credit (0-0-2)
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. Code C

PED 134 - TENNIS (INTERMEDIATE)
1 Credit (0-0-2)
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. Prerequisite: PED133 or instructor permission. Code C

PED 143 - AQUATIC EXERCISE
1 Credit (0-0-2)
This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually paced exercise program. Code C

PED 151 - JUDO (BEGINNING)
1 Credit (0-0-2)
This course introduces the basic discipline of judo. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of judo. Code C

PED 152 - JUDO (INTERMEDIATE)
1 Credit (0-0-2)
This course introduces more detailed aspects of the discipline of judo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of judo. Prerequisite: PED151. Code C

PED 153 - KARATE (BEGINNING)
1 Credit (0-0-2)
This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students be able to perform line drill techniques and Kata for various ranks. Code C

PED 154 - KARATE (INTERMEDIATE)
1 Credit (0-0-2)
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. Prerequisite: PED153. Code C

PED 155 - SELF DEFENSE
1 Credit (0-0-2)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks, as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. Code C

PED 166 - MODERN DANCE
1 Credit (0-0-2)
This course introduces the fundamentals of modern dance. Emphasis is placed on basic modern dance techniques, dances, and a brief history of modern dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. Code C

PED 171 - BASKETBALL (BEGINNING)
1 Credit (0-0-2)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. Code C

PED 172 - BASKETBALL
1 Credit (0-0-2)
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. Prerequisite: PED171 or instructor permission. Code C

PED 176 - VOLLEYBALL (BEGINNING)
1 Credit (0-0-2)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. Code C

PED 177 - VOLLEYBALL (INTERMEDIATE)
1 Credit (0-0-2)
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Prerequisite: PED176 or instructor permission. Code C

PED 180 - FLAG FOOTBALL
1 Credit (0-0-2)
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. Code C

PED 181 - BASEBALL (BEGINNING)
1 Credit (0-0-2)
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. Code C

PED 182 - BASEBALL (INTERMEDIATE)
1 Credit (0-0-2)
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Code C

PED 186 - SOFTBALL (BEGINNING)
1 Credit (0-0-2)
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. Code C

PED 187 - SOFTBALL (INTERMEDIATE)
1 Credit (0-0-2)
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball. Code C

PED 188 - YOGA
1 Credit (0-0-2)
This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity. Code C

PED 200 - FOUNDATIONS OF PHYSICAL EDUCATION
3 Credits (3-0-0)
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. Code B

PED 211 - BASIC FOOTBALL RULES AND OFFICIATING TECHNIQUE
3 Credits (3-0-0)
This course introduces the rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football. Code C

PED 212 - ADVANCED FOOTBALL RULES AND OFFICIATING TECHNIQUES
3 Credits (3-0-0)
This course presents advanced rules and techniques for sports officiating in high school football. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football. Prerequisite: PED211. Code C

PED 213 - BASIC VOLLEYBALL RULES AND OFFICIATING TECHNIQUE
3 Credits (3-0-0)
This course introduces the rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball. Code C

PED 214 - ADVANCED VOLLEYBALL RULES AND OFFICIATING TECHNIQUES
3 Credits (3-0-0)
This course presents advanced rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball. Prerequisite: PED213. Code C

PED 216 - SPORTS OFFICIATING
3 Credits (3-0-0)
This course surveys the basic rules and mechanics of officiating an variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating. Code C

PED 217 - BASIC BASKETBALL RULES AND OFFICIATING TECHNIQUES
3 Credits (3-0-0)
This course introduces the rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball. Code C

PED 218 - ADVANCED BASKETBALL RULES AND OFFICIATING TECHNIQUES
3 Credits (3-0-0)
This course presents advanced rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball. Prerequisite: PED217. Code C

PED 219 - BASIC BASEBALL AND SOFTBALL RULES AND OFFICIATING TECH
3 Credits (3-0-0)
This course introduces the rules and techniques for sports officiating in

baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. Code C

PED 220 - ADVANCED BASEBALL AND SOFTBALL RULES AND OFFICIATING TECH
3 Credits (3-0-0)
This course presents advanced rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, student should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. Prerequisite: PED219. Code C

PED 248, 249, 250, 251 - VARSITY BASKETBALL I-IV
1 Credit (0-0-2)
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. Prerequisite: Instructor permission. Code C

PED 249 - VARSITY BASKETBALL II
1 Credit (0-0-2)
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball. This course builds upon previous instruction and provides additional opportunties to develop skills. Prerequisite: Instructor permission. Code C

PED 252, 261, 262, 263 - VARSITY BASEBALL I-IV
1 Credit (0-0-2)
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. Prerequisite: Instructor permission. Code C

PED 253, 268, 269, 270 - VARSITY GOLF I-IV
1 Credit (0-0-2)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf. Prerequisite: Instructor permission. Code C

PED 254, 271, 272, 273 - VARSITY SOFTBALL I-IV
1 Credit (0-0-2)
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. Prerequisite: Instructor permission. Code C

PED 255, 274, 275, 276 - VARSITY TENNIS I-IV
1 Credit (0-0-2)
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. Prerequisite: Instructor permission. Code C

PED 257A-H - VARSITY CHEERLEADING
1 Credit (0-0-2)
This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion of this program students should be able to participate in a competitive program at the university level. Prerequisite: Instructor permission. Code C

PED 258, 283, 284, 285, 286 - VARSITY VOLLEYBALL I-IV
1 Credit (0-0-2)
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. Prerequisite: Instructor permission. Code C

PHYSICAL SCIENCE (PHS)

PHS 111 - PHYSICAL SCIENCE
4 Credits (3-2-0)
This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required. Prerequisite: None. Code A

PHS 112 - PHYSICAL SCIENCE II
4 Credits (3-2-0)
This course provides the nontechnical student with an introduction to the basic principle of chemistry and physics. Laboratory is required. Prerequisite: None. Code A

PHYSICS (PHY)

PHY 120 - INTRODUCTION TO PHYSICS
4 Credits (3-2-0)
This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required. Prerequisite: MTH098 or higher. Code C

PHY 201 - GENERAL PHYSICS I - TRIG BASED
4 Credits (3-2-0)
This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermo-dynamics, and periodic motion. A laboratory is required. Prerequisite: MTH113 or equivalent Corequisite: PHY205. Code A

PHY 202 - GENERAL PHYSICS II - TRIG BASED
4 Credits (3-2-0)
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Prerequisite: PHY201. Corequisite: PHY206. Code A

PHY 213 - GENERAL PHYSICS WITH CAL I
4 Credits (3-2-0)
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including ther-modynamics. Laboratory is required. Prerequisite: MTH125. Code A

PHY 214 - GENERAL PHYSICS WITH CAL II
4 Credits (3-2-0)
This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. Prerequisite: PHY213. Code A

POLITICAL SCIENCE (POL)

POL 106 - CURRENT AFFAIRS
3 Credits (3-0-0)
This course is a study of contemporary world events as reflected in current media reports. Emphasis is placed on topics of current significance as news or human interest events on the national and international levels. Upon completion, students should be able to identify and explain factors involved with, explain political significances

of, and express informed judgments about selected contemporary social and political issues. Prerequisite: None. Code C

POL 200 - INTRODUCTION TO POLITICAL SCIENCE
3 Credits (3-0-0)
This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in a political democracy and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems. Prerequisite: None. Code A

POL 211 - AMERICAN NATIONAL GOVERNMENT
3 Credits (3-0-0)
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. Prerequisite: None. Code A

POL 220 - STATE AND LOCAL GOVERNMENT
3 Credits (3-0-0)
This course is a study of forms of organizations, functions, institutions, and operation of American state and local governments. Emphasis is placed on a variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local governments and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the United States and function as more informed participants of state and local political systems. Prerequisite: None. Code B

POL 230 - COMPARATIVE GOVERNMENT
3 Credits (3-0-0)
This course introduces comparative analysis of political systems. Emphasis is placed on institutions and processes of contemporary national political systems in selected democratic industrial nations. Upon completion, students should be able to compare and contrast the organization, institutions, and processes of major types of governmental systems of the world. Prerequisite: None. Code B

PARALEGAL (PRL)

PRL 101 - INTRODUCTION TO PARALEGAL STUDY
3 Credits (3-0-0)
This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics. Prerequisite: None. Code C

PRL 102 - BASIC RESEARCH AND WRITING
3 Credits (3-0-0)
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. Prerequisite: ENG101, ENG102, PRL101. Code C

PRL 103 - ADVANCED LEGAL RESEARCH AND WRITING
3 Credits (3-0-0)
This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods. Prerequisite: PRL101. Code C

PRL 150 - COMMERCIAL LAW
3 Credits (3-3-0)
This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization. Prerequisite: None. This is a CORE course. Code C

PRL 160 - CRIMINAL LAW AND PROCEDURE
3 Credits (3-0-0)
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Prerequisite: PRL101. This is a CORE course. Code C

PRL 192 - SELECTED TOPICS IN PARALEGAL I
3 Credits (3-0-0)
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Prerequisite: None. Code C

PRL 210 - REAL PROPERTY LAW
3 Credits (3-0-0)
This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedures. Prerequisite: PRL101. This is a CORE course. Code C

PRL 230 - DOMESTIC LAW
3 Credits (3-0-0)
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Prerequisite: PRL101. This is a CORE course. Code C

PRL 240 - WILLS, TRUSTS, AND ESTATES
3 Credits (3-0-0)
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation. Prerequisite: PRL101. This is a CORE course. Code C

PRL 262 - CIVIL LAW AND PROCEDURE
3 Credits (3-0-0)
This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure. Prerequisite: PRL101. This is a CORE course. Code C

PRL 291 - INTERNSHIP
3 Credits (0-0-15)
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal field. Prerequisite: PRL101 and PRL102. Code C

PSYCHOLOGY (PSY)

PSY 200 - GENERAL PSYCHOLOGY
3 Credits (3-0-0)
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality. Prerequisite: None. Code A

PSY 210 - HUMAN GROWTH AND DEVELOPMENT

3 Credits (3-0-0)

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death. Prerequisite: PSY200. Code A

READING (RDG)

RDG 085 - DEVELOPMENTAL READING III
3 Credits (3-0-0)

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. Prerequisite: None.

RELIGION (REL)

REL 100 - HISTORY OF WORLD RELIGIONS
3 Credits (3-0-0)

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world. Prerequisite: None. Code A

REL 151 - SURVEY OF THE OLD TESTAMENT
3 Credits (3-0-0)

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. Prerequisite: None. Code A

REL 152 - SURVEY OF THE NEW TESTAMENT
3 Credits (3-0-0)

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. Prerequisite: None. Code A

SMALL ENGINE REPAIR (SER)

SER 111 - FUNDAMENTALS OF SMALL ENGINE REPAIR
3 Credits (1-4-0)

This course introduces students to the theory and operating principles of internal combustion engines. Emphasis is placed on basic engine systems, special tools and testing equipment, shop safety rules and equipment. Upon completion, students should understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion, identify shop safety rules, list engine components and explain their function. Prerequisite: None.

SER 112 - FOUR-STROKECYCLE ENGINE
3 Credits (1-4-0)

This course covers the service and repair of the four stroke cycle engines. Emphasis is placed on the function and operating principles of the fuel systems, ignition, starters, exhaust, and lubrication systems. Upon completion, students should understand service and repair procedures for all related engine systems. Prerequisite: None.

SER 113 - FOUR-STROKECYCLE ENGINE LAB
3 Credits (6-0-3)

This course provides students hands-on experience with engine repair and engine troubleshooting techniques. Emphasis is placed on the cylinder block and all internal components, fuel systems, ignition systems, cooling systems, lubrication, and exhaust systems. Upon completion, students should be able to apply small engine service and repair procedures. Prerequisite: None.

SER 114 - SPECIAL PROJECTS IN SMALL ENGINE REPAIR
3 Credits (0-6-0)

This course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands-on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair engines of various designs currently in production. Prerequisite: None.

SER 115 - BASIC SMALLENGINE ELECTRICAL SYSTEMS
3 Credits (1-4-0)

This course is designed to teach basic small engine electrical system troubleshooting and repair skills. Emphasis will be placed on reading schematics, using electrical test equipment, and removal and replacement of electrical wiring and components. Topics will include charging, starting, and magneto systems. Upon completion students should be able to test and maintain various small engine electrical systems. Prerequisite: None.

SER 121 - TWO-STROKECYCLE ENGINE
3 Credits (1-4-0)

This course covers the service and repair procedures for the two-stroke cycle engine. Emphasis is placed on engine construction, induction systems, carburetion and exhaust systems. Upon completion, students should be able to repair and maintain two stroke engines. Prerequisite: None.

SER 122 - ENGINE RECONDITIONING
2 Credits (2-0-0)

This course provides the student with the knowledge and techniques involved in the reconditioning of small gasoline engines. Emphasis is placed on valve service, cylinder re-boring, bearings, and precision measuring tools. Upon completion, students should be able to use inside and outside micrometers, reface valves and valve seats, resize cylinder bores and replace various types of bearings. Prerequisite: None.

SER 123 - ENGINE RECONDITIONING LAB
3 Credits (0-6-0-3)

This course provides practical experience in troubleshooting and complete reconditioning of small gasoline engines. Emphasis is placed on the correct measuring of crankshafts, connecting rods, pistons, valves, and various other engine components. Upon completion, students should be able to resize cylinder bores, perform valve service, replace pistons and rings, time camshafts, and set and adjust all components to specifications. Prerequisite: None.

SER 124 - SPECIAL PROJECTS IN LAWN, GARDEN AND INDUSTRIAL ENGINES
3 Credits (0-6-0)

This special projects course is designed to augment the required curriculum while meeting the individual needs of the student. Emphasis is placed on hands on training to further develop the student's mechanical and diagnostic skills. Upon completion, students should be able to diagnose and repair various lawn and garden, and industrial equipment. Prerequisite: None.

SER 132 - LAWN AND GARDEN EQUIPMENT
3 Credits (1-4-0)

This course covers riding mowers, weed eaters, tillers, edgers, chainsaws and generators. Emphasis is placed on mechanical and electrical systems. Upon completion, students should be able to service and repair mechanical and electrical components of lawn and garden equipment. Prerequisite: None.

SER 142 - CHAINSAWS & STRING TRIMMERS
3 Credits (1-4-0)

This course is designed to instruct students in the diagnosing and repairing of problems unique to chainsaws and string trimmers. Emphasis is placed on the fuel systems, lubrication systems, drive systems, clutches, right angle drives and cutting chains. Upon completion,

students should be able to service and repair chainsaws and string trimmers. Prerequisite: None.

SOCIOLOGY (SOC)

SOC 200 - INTRODUCTION TO SOCIOLOGY
3 Credits (3-0-0)
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. Prerequisite: None. Code A

SOC 210 - SOCIAL PROBLEMS
3 Credits (3-0-0)
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. Prerequisite: SOC200. Code A

SPANISH (SPA)

SPA 101 - INTRODUCTORY SPANISH I
4 Credits (4-0-0)
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Prerequisite: None. Code A

SPA 102 - INTRODUCTORY SPANISH II
4 Credits (4-0-0)
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Prerequisite: SPA101 or equivalent. Code A

SPEECH (SPH)

SPH 107 - FUNDAMENTALS OF PUBLIC SPEAKING
3 Credits (3-0-0)
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized. Prerequisite: None. Code A

SURGICAL/OPERATING ROOM TECHNOLOGY (SUR)

SUR 100 - PRINCIPLES OF SURGICAL TECHNOLOGY
5 Credits (3-0-6)
This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist. Prerequisite: Admission to the Surgical Operating Room Technology Program and HPS105 and BIO201.

SUR 101 - INTRODUCTION TO SURGICAL TECHNOLOGY
3 Credits (3-0-0)
This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles. Prerequisite: Admission to the Surgical Operating Room Technology Program and HPS105 and BIO201.

SUR 103 - SURGICAL PROCEDURES
5 Credits (3-6-0)
This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room. Prerequisite: Admission to the Surgical Operating Room Technology program and HPS105 and BIO103.

SUR 104 - SURGICAL PRACTICUM I
4 Credits (0-0-12)
This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of the surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role. Prerequisite: SUR100, SUR101, SUR103, and SUR107 and appropriate grade.

SUR 105 - SURGICAL PRACTICUM II
5 Credits (1-0-20)
This clinical experience allows the student to practice in the health care environment using entry-level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology at the entry level. Prerequisite: SUR100, SUR101, SUR103, and SUR107 and appropriate grade.

SUR 106 - ROLE TRANSITION IN SURGICAL TECHNOLOGY
1 Credit (1-0-0)
This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination. Prerequisite: SUR104 and SUR105 and appropriate grades.

SUR 107 - SURGICAL ANATOMY AND PHYSIOLOGY
3 Credits (3-0-0)
This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment. Prerequisite: Admission to program and BIO201 and HPS105.

SUR 108 - PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST
2 Credits (2-0-0)
A study of basic pharmacology as is relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment. Prerequisites SUR104, SUR105 and appropriate grades.

SUR 205 - SURGICAL PRACTICUM IV
5 Credits (1-0-20)
This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this

course, the student should have acquired necessary skills for transition from student to technologist. Prerequisite: SUR104 and SUR105 and appropriate grade.

SUR 209 - SPECIAL TOPICS IN SURGICAL TECHNOLOGY
1 Credit (1-0-0)
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on content specific principles based on student needs. Prerequisite as required by the department.

SUR 210 - SPECIAL TOPICS IN SURGICAL TECHNOLOGY
2 Credits (2-0-0)
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on content specific principles based on student needs. Prerequisite as required by the department.

THEATER (THR)

THR 113 - THEATER WORKSHOP I
2 Credits (2-0-0)
This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. Prerequisite: None. Code B

THR 114 - THEATER WORKSHOP II
2 Credits (2-0-0)
This course is a continuation of THR 113. Prerequisite: THR113. Code B

THR 120 - THEATER APPRECIATION
3 Credits (3-0-0)
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required. Prerequisite: None. Code A

THR 126 - INTRODUCTION TO THEATER
3 Credits (3-0-0)
This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. Prerequisite: None. Code A

THR 131 - ACTING TECHNIQUES I
3 Credits (3-0-0)
This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. Prerequisite: None. Code B

THR 132 - ACTING TECHNIQUES II
3 Credits (3-0-0)
This course is a continuation of THR131. Prerequisite: THR131. Code C

TURF MANAGEMENT (TRF)

TRF 151 - GOLF COURSE MANAGEMENT
3 Credits (1-4-0)
This course covers turfgrass types, mowing techniques, sodding, seeding, irrigation systems, and pest control pertinent to golf courses. Topics include fairway and green maintenance, equipment use, purchase, leasing, and maintenance. The student will learn to develop an annual calendar for scheduling the major phases of golf course management. Prerequisite: None.

TRF 156 - NURSERY PRODUCTION
3 Credits (3-0-0)
This course focuses on all aspects of producing plants in a nursery. Topics include soil and other media for plant growth, container selection, plant propagation, watering and fertilization, pest control, and production practices commonly used by commercial growers. Upon course completion, students will be able to demonstrate proficiency in all phases of nursery plant productions. Prerequisite: None.

VETERINARY TECHNOLOGY (VET)

VET 110 - VET TECH CLINICS I
2 Credits (0-0-6)
This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of: surgery, restraint, instrumentation, equipment, surgical and medical care, and basic clinical procedures on various animal species. Upon course completion, the student should be able to understand the responsibilities of a veterinary technician and begin the development of fundamental skills. Prerequisite: Acceptance into program and appropriate grades.

VET 112 - INTRODUCTION TO VET TECHNOLOGY
5 Credits (3-0-6)
A series of online lectures and required clinical tasks are designed to introduce the student to hospital fundamentals. Topics include history and physical examination, breeds of animals, small animal parasitology, diagnostic and surgical procedures, equine and food animal nursing, exotic and avian nursing, sanitation, medical vocabulary, The Alabama Veterinary Practice Act, ethics, jurisprudence, and hospital management. Upon course completion, students should be able to perform history and physical examinations, collect samples, administer medications, perform fecal analysis, know different breeds of animals, and understand parasite life cycles, OSHA regulations and safety procedures, and the technician's role in veterinary medicine. Prerequisite: Acceptance into program and appropriate grades.

VET 114 - CLINICAL ANATOMY & PHYSIOLOGY OF ANIMIALS
5 Credits (4-2-0)
This online course is designed specifically for students in the two-year veterinary technology program and covers the fundamentals of anatomy and physiology of mammals, avians, and reptiles. Topics include the skeletal system, muscular system, respiratory system, digestive system, circulatory system, urinary system, the eye, the ear, female reproductive system, pregnancy, parturition, lactation, male reproductive system, neurology, and the endocrine system; and online laboratory dissection. Upon course completion, the student should be able to identify major tissues and organs, understand the physiology of organs and organ systems, and understand the physiological basis for the development of clinical laboratory testing. Prerequisite: Acceptance into program and appropriate grades.

VET 120 - VET TECH CLINICS II
3 Credits (0-0-9)
This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, and clinical medicine of various animal species. Required tasks will include surgical and nursing care, and clinical medicine of various animmal species. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned some new technical procedures. Prerequisites: As required by program.

VET 122 - VET TECH EMERGENCIES & FIRST AID
5 Credits (4-0-3)
This online course is designed to teach the basic principles in emergency treatment of various animal species and incorporates actual management in a clinical environment. Topics include emergency information, equipment and drugs, initial examination, evaluation and treatment, shock, cardiac arrest, respiratory emergencies, fluid

therapy, blood collection and transfusion, emergency treatment of specific conditions, poisonings. Upon course completion, the student should be able to administer first aid to animals needing immediate attention. Prerequisites: As required by program.

VET 124 - CLINICAL PROCEDURES & PATHOLOGY
4 Credits (3-0-3)
This online course introduces students to common laboratory techniques and diagnostic methods. Students will begin developing laboratory skills with an emphasis in the areas of urology and hematology. Topics of study include the basic laboratory, hematology, bone marrow and blood cytology, urinalysis, clinical chemistry, function tests of the liver, kidney, pancreas, and thyroid, diagnostic cytology, and post mortem examinations; required clinical tasks will be completed in an approved clinical site. The study of medical vocabulary is continued. Upon course completion, the student should be able to understand the physiological basis used for diagnostic testing and to perform the laboratory procedures outlined in the course material. Prerequisites: As required by the program.

VET 126 - ANIMAL DISEASES & IMMUNOLOGY
3 Credits (3-0-0)
This online course is designed to acquaint the student with the importance and transmissibility of common animal diseases and with immunological principles involved in prophylaxis, treatment and recovery. Emphasis is placed on those aspects of the immune response that affect immunization and diagnosis and to familiarize the student with the common infectious diseases and immunization schedules of domestic animals. Upon course completion, the student should be able to communicate with clients regarding preventable diseases and zoonotic implications and should also be able to assist with formulation of immunization schedules for various species of animals. Prerequisites: As required by program.

VET 230 - VET TECH CLINICS III
3 Credits (0-0-9)
This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, dentistry, and clinical medicine in various animal species. Topics include surgical and nursing care, dentistry, and clinical medicine in various animal species. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned new technical procedures. Prerequisites: As required by program.

VET 232 - ANESTHESIA AND DIAGNOSTIC IMAGING
4 Credits (3-0-3)
This online course introduces the student to principles of anesthesia, diagnostic imaging, and safety in various animal species. Topics include an introduction to anesthesia, patient evaluation and preparation, pre-anesthetic considerations, local anesthesia, assessing the depth of general anesthesia, injectable anesthetic drugs, inhalation anesthesia, introduction to radiography, the radiograph machine, darkroom, radiographic films, general principles of positioning, radiographic protocol, safety measures, technique charts, quality control, introduction to ultrasonography, patient preparation, and equipment controls; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to properly anesthetize and monitor animals under anesthesia, develop a technique chart, and apply the care and knowledge necessary to produce good quality radiographs and safety measures. Prerequisites: As required by program.

VET 234 - ANIMAL PHARMACOLOGY & TOXICOLOGY
3 Credits (3-0-0)
This online course is designed to give the student exposure to veterinary drugs and teach the importance of exact calculations, proper administration, and the danger and recognition of reactions and over dosage in various animal species. Topics include introduction and principles of pharmacology; antimicrobials; disinfectants; drugs affecting the nervous, respiratory, cardiovascular, and gastrointestinal systems; anti-inflammatories; antiparasitics; euthanasia solutions; and pharmacy and inventory control. Upon course completion, the student should be able to properly calculate drug dosages; fill, label, and dispense medications; recognize the various classifications of drugs; and have knowledge regarding the dangers and toxicosis of various medications. Prerequisites: As required by program.

VET 236 - VET MICROBIOLOGY & PARASITOLOGY
3 Credits (3-0-0)
This online course is designed to provide students with practical knowledge of common pathogens in variouss animal species. Students will learn how to select and collect samples and data for laboratory processing or submission to another laboratory. Topics include identification of causative agents of diseases; classification and nomenclature of bacteria; morphology and physiology of bacteria; bacteria and disease; laboratory procedures in bacteriology; gram positive and gram negative bacteria; spiral and curved bacteria; actinomycetes organisms; fungi; virology; review of common small animal, exoctic animal and avian parasites, equine and food animal parasitology. Upon course completion, the student should be able to properly collect and handle bacteriological specimens, identify organisms by gram staining, and have a basic knowledge of large animal parasite life cycles, as well as methods of identification of the commonly encountered parasites. Prerequisites: As required by program.

VET 240 - VET TECH CLINICS IV
3 Credits (0-0-9)
This online course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgical and nursing care, anesthesia, and clinical pathology. Topics include surgical and medical care, laboratory procedures in various animal species. Upon course completion, the student should be proficient in those skills reinforced from previous semesters. Prerequisites: As required by program.

VET 242 - ANIMAL NUTRITION AND LABORATORY ANIMALS
3 Credits (2-0-3)
This online course is designed to acquaint the student with the basic concepts of animal nutrition of various animal species and laboratory animal maintenance, husbandry, and handling. Topics include canine dietetics, feline dietetics, nutritional management of small animal disease, feeding the neonate, nutritional management of the convalescent animal, fundamentals of nutrition, principles of disease prevention, housing and equipment, job opportunities, biology of common lab animals, basic principles of research and necessity for use of lab animals, techniques, and zoonosis; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to formulate a nutritional plan for the healthy and sick animal. The student should be able to handle, care for, and collect diagnostic samples and have basic knowledge of the diseases of the commonly used laboratory animals. Prerequisites: As required by program.

VET 244 - SEMINAR IN VETERINARY TECHNOLOGY
3 Credits (3-0-0)
This elective course is designed to review critical topics covered during the two years of the veterinary technology curriculum along with review questions and tests associated with these topics. Topics include anatomy and physiology, anesthesiology, animal care, dentistry, emergency & first aid, hospital management, laboratory animals, laboratory procedures, medical calculations, medical nursing, medical terminology, pharmacology, radiology, and surgical nursing. Upon course completion, the student should be prepared for the Veterinary Technician National Exam. Prerequisites: As required by program.

VET 250 - VET TECH PRECEPTORSHIP

3 Credits (0-0-9)

The veterinary technology preceptorship consists of one academic semester of work experience in an approved clinical site. A student evaluation report from the clinical supervisor will be necessary for the course completion and also for meeting requirements for graduation. The clinical practice will include clinical instruction in all areas of a veterinary practice as deemed necessary by the clinical supervisor. Upon course completion, the student should be able to apply all procedures learned in the veterinarian technology program to the practice environment. Prerequisites: As required by program.

WELDING (WDT)

WDT 108 - SHIELDED METAL ARC FILLET/OFC
3 Credits (2-2-0)

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. Prerequisite: None.

WDT 109 - SHIELDED METAL ARC FILLET/PAC/CAC
3 Credits (2-2-0)

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. Prerequisite: None.

WDT 110 - INDUSTRIAL BLUEPRINT READING
3 Credits (3-0-0)

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. Prerequisite: None.

WDT 115 - GTAW CARBON PIPE
3 Credits (1-4-0)

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code. Prerequisite: None.

WDT 116 - GTAW STAINLESS PIPE
3 Credits (1-4-0)

This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code. Prerequisite: None.

WDT 119 - GAS METAL ARC/FLUX CORED ARC WELDING
3 Credits (2-2-0)

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. Prerequisite: None.

WDT 120 - SHIELDED METAL ARC WELDING GROOVE
3 Credits (2-2-0)

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. Prerequisite: None.

WDT 122 - SHIELDED METAL ARC FILLET/OFC LAB
3 Credits (0-6-0)

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. Prerequisite: None.

WDT 123 - SHIELDED METAL ARC FILLET/PAC/CAC LAB
3 Credits (0-6-0)

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. Prerequisite: None.

WDT 124 - GAS METAL ARC/FLUX CORED ARC WELDING LAB
3 Credits (0-6-0)

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases. Prerequisite: None.

WDT 125 - SHIELDED METAL ARC GROOVE WELDING LAB
3 Credits (0-6-0)

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. Prerequisite: None.

WDT 155 - GTAW CARBON PIPE LAB
3 Credits (0-6-0)

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. Prerequisite: WDT115.

WDT 156 - GTAW STAINLESS PIPE LAB
3 Credits (0-6-0)

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code. Prerequisite: WDT116

WDT 180 - SPECIAL TOPICS
3 Credits (1-4-0)
This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor. Prerequisite: None.

WDT 217 - SMAW CARBON PIPE
3 Credits (1-4-0)
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes. Prerequisite: None.

WDT 228 - GAS TUNGSTEN ARC WELDING
3 Credits (2-2-0)
This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes. Prerequisite: None.

WDT 257 - SMAW CARBON PIPE LAB
3 Credits (0-6-0)
This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes. Prerequisite: WDT217

WORK KEYS (WKO)

WKO 107 - WORKPLACE SKILLS PREPARATION
1 Credit (0-2-0)
This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved. Prerequisite: None.

WKO 110 - NCCER CORE
3 Credits (2-2-0)
This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential. Prerequisite: None.

STUDENT HANDBOOK

STUDENT HANDBOOK DISCLAIMER

Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.

STUDENT SERVICES

PHILOSOPHY

Coastal Alabama Community College is concerned about the development of the student's individuality and the growth of the total personality. As a supplement to academic life, a varied program of activities and organizations are available for the student's different interests and needs. It is hoped that these programs will help students in securing a better education.

AMERICANS WITH DISABILITIES ACT POLICY

Coastal Alabama Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with The Americans with Disabilities Act (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

ADA ACCOMMODATIONS

Early registration with the appropriate ADA Accommodations Coordinator, located in the South, East and North districts, is available by appointment and is strongly recommended for students with disabilities. Adherence to the official procedures ensures the best possible service the institution can provide. For complete policy information, see the ADA Section of the current College Catalog.

COUNSELING AND CAREER INFORMATION

In order to facilitate personal growth and serve as an academic support unit, the College Counseling Center offers a variety of services to all students. The Student Counseling and Career Information Center is staffed by professional counselors who are available to assist students with educational, vocational, career, personal and social concerns. All information and discussions in a counseling relationship are held in strictest confidence. This professional assistance includes testing services, which serve three functions: individual counseling, placement and GED testing. Tests designed for use in individual counseling or in career-related decisions are administered at no charge and provide the student with information about individual interests, aptitude, abilities, and personal characteristics. To supplement the above services, a collection of current resource materials on careers, occupations, undergraduate programs at other colleges and universities, and graduate schools is located in the career laboratory. The counseling staff believes that students should be given an opportunity to discuss in confidence their personal/social problems. Family, financial, health and adjustment problems are some of the areas in which counselors may be able to assist. These services are provided to all students.

ACADEMIC SUPPORT SERVICES

In order to promote the student learning experience and enhance student development, all students are assigned academic advisors based upon their declared major. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Also, all advisors may be contacted by telephone, e-mail, or through online course communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Academic Advisement Centers, which are staffed by knowledgeable counselors and advisors. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning programs of study to meet their goals. Additionally, the staff of the Academic Advisement Center provides expertise and advice to faculty advisors. Finally, through the College website and social media sites, which are staffed, maintained, and monitored by College counselors and advisors, distance education, current, and prospective students can receive academic advising and responses to their questions in a timely manner.

JOB PLACEMENT

Coastal Alabama Community College's Job Placement Office serves as the liaison between Coastal Alabama's students and employers. A JOBS bulletin board is located inside the College Success Center and/or Student Center with information regarding full and part-time job openings. Also, job announcement bulletin boards are strategically located around the main campus, as well as around our satellite sites. Employers from surrounding areas contact the office on a regular basis in an attempt to hire current students as well as graduates. Students seeking part-

time work are encouraged to check the JOBS bulletin boards on a regular basis. Students who are graduating and seeking placement in their career fields are advised to register with the Job Placement Office by filing an application (available in the office) and attaching a copy of their Coastal Alabama transcript. Counselors are available to provide individual assistance to persons needing help. Videos and software packages on interviewing, resume writing, and job hunting information, skills and tips are available for use in The College Success Center.

NEW STUDENT ORIENTATION

All new students are required to attend a New Student Orientation session prior to registration at Coastal Alabama Community College. Consistent with the mission of the College, the purpose of New Student Orientation is to acquaint students with the educational programs, instructional strategies, campus locations, facilities, distance learning opportunities, services, and staff of the College. The Division of Student Development coordinates the New Student Orientation Program, as well the summer mini-advising sessions, along with key College personnel. Students are given copies of the most current Coastal Alabama Community College Catalog and Student Handbook, along with copies of the current course schedule, as items of materials included in their packets of information. During the New Student Orientation session, the following topics are covered: ▪ Contact Information for College Personnel ▪ Parking and Security Information ▪ Financial Aid ▪ Catalog Term ▪ Statewide Transfer and Articulation Reporting System (STARS) Guide for Transfer Students ▪ Types of Degrees at Coastal Alabama Community College ▪ Student Degree Plans ▪ Registering for Class ▪ Finding an Advisor ▪ Disciplinary Rules and Regulations ▪ Tutoring and Other Special Services for Students ▪ Student Activities ▪ FAQs ▪ Title IX/VAWA ▪ Student Email ▪ Student Complaints.

Also, students are informed of the many activities that occur during the year on the various campus sites (i.e. Intramural Sports, Welcome Week, Miss Coastal Alabama Community College Pageant, Spring Fling). It is felt that these activities add to the total college student experience and enhance student development.

BIG BASH

During the Big Bash Day, the College sponsors a picnic style luncheon session for new students and their families to meet the President, Vice-Presidents, Deans, Division Chairs, faculty members, and staff. Immediately following the picnic style luncheon, academic advisors are available to register students, and Vice-Presidents, Deans, and Division Chairs are available to help students with any problems they might encounter. In addition to the Big Bash Day, the College sponsors multiple orientation and registration sessions during the summer. These sessions are designed to provide students with important information about Coastal Alabama Community College and the planning of their educational goals in small group settings.

ORI 101- ORIENTATION TO COLLEGE

New students are required to register for the academic course ORI 101, Orientation to College. This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

MYCA ACCOUNT

Students have the opportunity to register using their myCA account: no lines – no waiting! Students can access their myCA account through the Coastal Alabama homepage by clicking on the myCA link. This link opens to the Login Screen where students enter their student ID number and PIN. Returning students may contact their advisors through their Canvas account, official college email, or by telephone to set-up an appointment for advising. Please note that assigned advisors are listed on the student Degree Plan. Once a student has completed an advising session, advisors will activate students for online registration. Students should prepare for the advising session by obtaining a copy of their Degree Plan from myCA. Students who are planning to transfer to a four year college or university should visit the STARS website to obtain a copy of the STARS agreement. The following is a list of menu options that are available through myCA:
  - Display Courses – View courses online.
  - Pre-Registration – Pre-Register, Drop/Add, and pay tuition for the upcoming semester.
  - Pay Outstanding Charges – View outstanding fees or tuition charges.
  - My Grades – View/print current semester grades.

- Degree Plan – View/print current degree plan.
- My Schedule – View/print current schedule.
- Unofficial Transcript – View/print unofficial transcript.
- View Receipts – View/print payment receipts.
- Change PIN – Allows students to change their personal ID number. Students who have outstanding fees or are on processing hold, will not be allowed to register, check grades, or obtain a copy of their transcript. Students must see their advisor to activate their PIN.

LEARNING MANAGEMENT SYSTEM: CANVAS

CANVAS is Coastal Alabama's system for delivering online and supplemental education. It provides online tools that instructors can use to facilitate online and hybrid courses as well as enhance classroom courses, such as class e-mail, chat, discussion boards, group based projects, etc. Students may enter CANVAS only if they are enrolled in a class. CANVAS will be accessible to registered students by the first day of class.

ACADEMIC ADVISING

Each student, upon admission to the College, is assigned an academic advisor to assist the student during regularly scheduled office hours and at other times when prearranged.

STATEWIDE TRANSFER AND ARTICULATION REPORTING SYSTEM (STARS)

STARS is an articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded and private four year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made.

Developed and overseen by the STARS Coordination Site in Troy, STARS is the information link between the State's two-year and four-year institutions. The STARS Coordination Site sets up, maintains, and provides support for the statewide database. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another.

 These transfer guides, if used correctly, guide students through their first two years of coursework and prevent loss of credit hours upon transfer to the selected public four-year universities in Alabama. This can mean huge savings in time and money. To use the STARS guide, students click the STARS button on the Coastal Alabama homepage or use the URL – http://stars.troy.edu and click on the Transfer Guide button to follow the step-by-step directions. It is important that students meet with their advisor to discuss the transfer guide. Students must keep a copy of the guide for verification purposes upon transfer.

SUCCESS CENTERS

A Success Center is a learning space/laboratory that provides a variety of academic support services that will help students improve their basic skills in English, mathematics, and reading as well as other academic courses. Coastal Alabama's Success Centers offer a variety of instructional and tutorial services free of charge to enhance students' success at Coastal Alabama. Advisors in the Success Centers help students plan an individualized, self-paced course of study to meet their special needs in the basic skills. The Success Centers are equipped with desktop computers, printers, and a wide selection of software. Most of the software will supplement and reinforce classroom instruction. Also, software and programs are available to help students prepare for College tests as well as explore career interests. All Coastal Alabama students are invited to visit one of the Success Centers to plan how to best use the Center. Success Centers are located on the Bay Minette, Brewton, Monroeville, and Thomasville campuses.

EARLY ALERT SYSTEM PROGRAM (EASP)

In an effort to enhance retention, the Division of Student Development designed and implemented the College's Early Alert System Program. The purpose of the program is to identify students with potential problems and to provide some type of intervention at the beginning of potential problems. Specifically, faculty and staff members refer students to Counselors in the Student Development area when they observe classroom or campus behaviors that could possibly indicate that students are struggling and might be in need of some type of intervention. Such

clues include: ▪ Student fails to pre-register for the next semester ▪ Student requests a transcript to be sent to another institution ▪ Student fails to respond to his/her financial aid award letter ▪ Student's attendance in classes is erratic or student has stopped attending classes ▪ Student displays a sudden, dramatic change in behavior ▪ Student earns an average below a "C" at any time during the term ▪ Student refers another student. Immediately, the Counselors make contact, via e-mail, in-person, or by telephone, with the identified students to determine their needs and provide services to assist them. Counselors complete a contact report, identifying the potential problem and recording what type of appropriate action was taken. A copy of the report, which is filed in the Division of Student Development's file, is forwarded to the referring faculty or staff member.

PLACEMENT TESTING

All entering students who enroll in Associate Degree or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the ACT, SAT, ASSET, ACCUPLACER, or another approved assessment instrument and be placed at the appropriate developmental level as indicated by the assessment results with exceptions to be determined by the Vice-President of Instruction and Workforce Development. All placement test results are considered a part of the student's permanent academic record. Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College. This information is used in conjunction with the results of the preregistration testing for placement of students in appropriate courses and curricula. Any student enrolled in developmental courses in two or more of the discipline areas shall receive specialized advising based on the student's unique academic needs.

BOOKSTORE

The Coastal Alabama Bookstore offers textbook savings and convenient ordering options.
- In-store and online textbook rentals – Students save an average of 50 percent when choosing to rent their textbooks. With flexible pricing, students will have the choice to rent a new or used textbook, with the option to purchase their rental at the end of the agreement. Rental fees can be paid with any form of payment, including Financial Aid.
- Rapidly expanding selection of eTextbooks - In addition to offering savings of up to 60 percent on new books, Barnes & Noble's revolutionary and free YUZU™ application provides eTextbooks in an engaging format that enhances the overall learning experience.
- Generous cash-for-books program - Students with books that faculty plan to reuse next semester will be eligible for a 50 percent cash payout, up to needed inventories.
- Online Ordering – Students can skip the wait and visit coastalalabama.bncollege.com to order their books today, and choose between two convenient options - free on-campus pickup or UPS delivery to their home. Student Financial Aid can be used as a payment method on the Bookstore website in addition to credit/debit cards, Paypal, and Barnes & Noble Gift Cards.

BAY MINETTE AND THOMASVILLE CAMPUSES

In addition to a fully stocked textbook selection, the Coastal Alabama Bookstore at Bay Minette features a wide selection of school spirit apparel, laptops and other technology gadgets, as well as gifts for alumni, friends and family. The Bay Minette Campus Bookstore is open extended hours during Registration periods. Please visit coastalalabama.bncollege.com for store hours. The Thomasville Campus will open its fully functioning Barnes & Noble Bookstore in spring semester 2018.

ALL OTHER CAMPUSES

Students taking classes at all other campuses will have access to the Bookstore's convenient website (coastalalabama.bncollege.com) offering a ship-to-home option, as well as free on-campus pickup. Course materials will also be available to purchase at the Bay Minette Campus Bookstore in Memorial Hall. Students placing orders online will be able to choose from several textbook formats and cost-saving options, including rental, digital, used or new textbooks. A wide selection of school supplies, as well as school spirit apparel and gift items, will be available directly from the website along with textbooks and other course materials. Students can place orders at coastalalabama.bncollege.com For more information including textbook prices, return policies, and contact information, please visit: coastalalabama.bncollege.com.

STUDENT HANDBOOK

BOOK REFUND POLICY

All sales are final unless the course is dropped during the designated Drop/Add period. The student must bring the sales receipt to the Bookstore within five days of dropping the course to receive a refund. In order to receive a full refund, the textbook must be in the same condition as when purchased. If all requirements are met, a refund voucher will be issued and the Business Office will mail a check to the address on record within two to four weeks. It is the student's responsibility to keep a current address in the Student Records Office to ensure timely delivery of the check.

BOOK BUY-BACK POLICY

The College Bookstore conducts a Book Buy-Back during finals at the end of the semester. Books are bought back only if they are on the Buy-Back list. They must be in saleable condition and students must have a current ID card. The Buy-Back list is posted on the web with dates and times approximately two weeks before the end of the semester. A refund voucher will be issued and the Business Office will mail a check to the address on record within two to four weeks. It is the student's responsibility to keep a current address in the Student Records Office to ensure timely delivery of the check. It is at the discretion of the College Bookstore to purchase used books. Course and/or College withdrawals will be handled through the Book Buy-Back policy.

STUDENT CENTER/STUDENT UNION

Each campus has a designated student center/student union. These attractive facilities are the campus centers for social activities. All students are urged to use these facilities for their relaxation and enjoyment.

DINING OPTIONS

The Sun Chief Grill is located on the first floor of the McVay Building on the Bay Minette campus.

Breakfast .... 7:15 a.m. - 8:45 a.m.
Lunch ....11:00 a.m. - 1:15 p.m.
Dinner .... 4:15 p.m. - 6:00 p.m. (5:30 p.m. on Friday)

Serving Hours (Monday through Friday). The Sun Chief Grill is closed during the Summer term.

The Deli is located on the Brewton campus.

Lunch .... 10:30 a.m. - 1:00 p.m. (Monday- Wednesday)

Southern Networks is located on the Monroeville and Thomasville campuses.

Lunch .... 11:00 a.m. - 1:30 p.m. (Monday- Thursday)

FORT CRUSE

A multi-purpose activities building, located to the north of the gymnasium, was added to the Bay Minette campus in 1986. This building, named Fort Cruse, offers a place for students, faculty, and staff to socialize at events.

LOST AND FOUND

A lost and found depository is maintained in the Vice-President's and/or Deans of Student Services' Offices. All articles should be turned in to this office.

STUDENT IDENTIFICATION CARDS

At registration, all Coastal Alabama students are issued a photo ID card. This card is required for free admission to campus athletic events, concerts, enrichment programs, and other campus activities. The Coastal Alabama Community College student photo ID is required for admission to the Student Union on campus and to check out books in the Library/Learning Resources Centers. This photo ID card may be necessary to vote in student elections. Photo IDs are taken in designated areas on each campus. The following regulations apply to the photo ID card system: 1. Students are to carry their cards at all times on and off campus and present the cards for identification when requested by College officials. Refusal to present one's photo ID may result in disciplinary action including suspension from the College. Student photo ID cards are made for personal use only. 2. Loss or theft of cards should be reported to the Vice-President of Student Services and/or the Deans of Student Services' Offices. 3. Only students with valid photo ID cards are admitted to College activities. 4. Allowing anyone else to use their photo ID

card is considered misuse and may result in disciplinary action. 5. Replacement fee will be charged for lost ID cards.

BULLETIN BOARDS

The Student Government Association maintains bulletin boards on each campus for student information. All items to be posted on these boards should be submitted to the SGA office for approval. All items posted on campus must have final approval from the Vice-President and/or Dean of Student Services.

FOOD/DRINK IN CLASSROOM POLICY

Students should not eat or drink in any instructional areas. Under no circumstances should they take food or drink into a classroom or laboratory without permission from the instructor responsible for that area. If students have a medical reason for needing to eat or drink during a class or lab, they should inform the instructor. Wherever students consume food or drink on campus, they should properly dispose of all waste in the receptacles provided. Leftover liquids should be emptied before cans or cups are placed in waste receptacles.

INSURANCE

It is the responsibility of the student to be covered by insurance in case of an injury on campus or related to a college-sponsored event. In any case, the parent or guardian or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event. Students who participate in athletic events are covered by school accident insurance. Students in certain programs are required to purchase special liability insurance prior to enrollment into clinical courses.

LIBRARY/LEARNING RESOURCES CENTER

The Library/Learning Resources Center is primarily for the use of students, faculty, and staff. A valid Coastal Alabama photo ID card must be shown in order for students to check out materials and to obtain an Alabama Virtual Library card. Books in the Library are classified and arranged on the shelves by the Library of Congress Classification.

▪**Conduct:** Students are required to observe the Code of Conduct of the College. Noise in the Learning Resources Center should be kept to a minimum. No food or drinks are allowed in the library.

▪**Circulation Rules:** Books may be pulled from the shelves for use in the reading area but should not be re-shelved. When the student has finished using the book, the book should be left on the table. Checking out books for home use should be done at the Circulation Desk.

▪**Fines:** Students are responsible for returning books when they are due. Failure to return books on time will result in the assessment of fines.

▪**Lost Books:** A student losing a book should report it to the Library/Learning Resources Center immediately so fines will not continue to accumulate. Any student losing a book will be required to pay the replacement price of the book plus any overdue fines owed.

SETTLEMENT OF LIBRARY ACCOUNTS

College regulations require each student who owes fines or has lost a book to reimburse the Library before registration the following semester or before transcripts can be released. The same policy applies for materials checked out from the public libraries. Return of those books and payment for those fines may be made to either the public library owning the materials or to the Library.

ALABAMA VIRTUAL LIBRARY

The Alabama Virtual Library (AVL) provides online access to over 25 databases which include a wide range of information resources, ranging from Encyclopedia Britannica to the latest news from national newspapers to academic journals and eBooks housed in EBSCOhost and Gale. AVL is a free service available to all Alabamians from any computer within Alabama.

FREEDOM OF EXPRESSION

In the classroom, students are invited to air their views on matters pertaining to the subject matter. With the freedom of attending class comes the responsibility of being well informed of the required class material and content. All students have the right to question, through orderly procedures, regarding academic evaluation. A student's grade will be based solely on academic achievement, unless otherwise specified by the instructor in writing at the first class meeting.

DESIGNATED FREE SPEECH AREA

A free speech area will be designated upon request.

ANTI-LITTER POLICY

Great efforts are made to keep Coastal Alabama's campuses beautiful and environmentally friendly. Littering is strictly prohibited on all campuses, and there is a $25 fine for violation of this policy. Help keep Coastal Alabama Community College clean and beautiful: don't litter.

DRESS CODE POLICY

Students are expected to dress appropriately for class. If special dress is required in an instructional area, the appropriate dress will be discussed by the instructor and noted in the course syllabus.

MINORS ON CAMPUS

As an institution of higher education, Coastal Alabama Community College provides educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus. Please be aware that our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors. Through the following procedures, the College seeks to create a safe environment, which is conducive to and supportive of the learning process.

Procedural Guidelines:
1. No employee, student or visitor should bring minors not enrolled as Coastal Alabama Community College students or participating in College sanctioned events to class or leave a minor unattended at the College.
2. Unattended minors not enrolled in classes or participating in college sanctioned events on any campus may be referred to Campus Police for assistance or to the Department of Human Resources.
3. This procedure pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities on the campuses of Coastal Alabama Community College.

AGENTS, VENDORS, AND SOLICITORS

An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization and approved by the Vice-President/Dean of Student Services. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling, as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

FUNDRAISING

Fundraising at Coastal Alabama Community College is considered to be any organized activity or instance of soliciting donations, whether they are in the form of equipment, materials, supplies, services, in-kind contributions, cash, or pledges. When approving fundraising activities, consideration will be given to supporting projects that are consistent with the mission of the College and limiting the potential diversion of funds to projects. All fundraising activities must enhance the image and visibility of the College. When a group raises funds under the College umbrella, an individual receiving the solicitation from that group does not differentiate between that request and other Coastal Alabama solicitations. Fundraisers must be concerned with the content, appearance, timeliness, and accuracy of information given to donors. Therefore, all correspondence, posters, signage, etc. must be approved prior to the activity or event. All fundraising activities must have the prior approval of the President or designee.

TOBACCO FREE ENVIRONMENT

Coastal Alabama Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, to support a healthy working and living environment and general health and wellness for its students, faculty, staff and visitors, it is the intent of the College to establish a clean

environment on its campuses.

Effective January 1, 2017, the use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including college-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:

- All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
- Within any college-owned vehicles;
- All indoor and outdoor athletic venues and facilities

For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on any Coastal Alabama Community College property. The College also prohibits littering the campus with remains of any tobacco products.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Student Fines - Any Coastal Alabama Community College student found to have violated this policy shall be subject to the following fines:

- First student ticket – Warning
- Second student ticket - $25.00

A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full. Any student or faculty desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the College share in the responsibility for adhering to and enforcing this policy. All faculty, staff, students, visitors, contractors, and other individuals on campus who are in violation should be reminded that the Coastal Alabama Community College is a tobacco-free campus and asked to comply with the policy.

CLUBS, ORGANIZATIONS AND SOCIAL ACTIVITIES
LEADERSHIP ORGANIZATIONS/ACTIVITIES

Ambassadors (Monroeville, Thomasville, Gilbertown) The Ambassadors serve as official hosts and hostesses for college-sponsored events, lead tours of the campus, and serve as student recruiters.

Student Government Association (All campuses) The Student Government Association (SGA) is organized to provide a large measure of self-government. The Student Government operates under a constitution drawn up by students. The SGA is served by a College advisor who aids the members in all endeavors. The responsibility for student activities and the development and implementation of programs and projects for the improvement of campus life and services rests with the Student Government Association. This body is the students' official voice in affairs of the College. They are urged to understand its purposes, to use their votes wisely, and to seek to become an effective part of the College. The Association is specifically authorized and governed by a duly ratified constitution. The constitution describes fully the limit and scope of SGA responsibilities and procedures. Students should become familiar with the constitution. The SGA consists of three units that work together for stated purposes. First, there is an executive branch, elected during the spring semester of the year prior to service. This branch is composed of the president, vice-president, and secretary. As in all such organizations their primary responsibility is to conduct the business of the organization. The second branch is the legislative, which has as its primary responsibility the development of goals, projects, and programs for the SGA. It also exists to examine all items that come before the body from other organizations. This branch is composed of fifteen senators: seven freshmen, and eight sophomores. The third branch, the judicial, is appointed by the total group to rule upon all constitutional matters. Finally, the success of this organization depends upon the dedication and cooperation of all members.

Pow-Wow Leadership Society (Bay Minette, Fairhope, Gulf Shores) Pow-Wows is a student leadership society at Coastal Alabama composed of outstanding students who have demonstrated excellence in leadership and worthy character. The primary purposes of the Pow-Wows are to promote, foster, and disseminate information on Coastal Alabama by acting as ambassadors for the school, serving as hosts and hostesses for campus tours, programs and social functions, and acting as a liaison between the school and community.

Inter-Club Council (Bay Minette, Fairhope, Gulf Shores) The Inter-Club Council consists of presidents of various clubs and organizations on campus. They meet on a monthly basis to discuss and plan club activities. The Student Government President presides as President of the Inter-Club Council.

Resident Assistants (Bay Minette) Resident Assistants are chosen in the fall semester to serve as peer helpers in the resident halls.

Resident Hall Association (RHA) (Bay Minette) The Residence Hall Association is dedicated to promotion of campus life and resident life concerns.

ACADEMIC ORGANIZATIONS/ACTIVITIES

Association of Computational Machinery (Bay Minette, Fairhope, Gulf Shores) The Association for Computational Machinery (ACM) is designed to advance the science and arts of information processing, promote the free interchange of information about the science, and to develop and maintain the integrity of the individuals engaged in the science and arts of information processing. The Coastal Alabama Community College Chapter, one of only two community college chapters in the nation, supports such activities as the state regional computer fair, site visits to computer installations in the professional world, and other related activities.

College Bowl (All campuses) The Coastal Alabama Community College College Bowl is composed of students interested in competing academically in a question and answer game with other teams from two-year colleges throughout the state. Membership is held in the Alabama Junior/ Community College Scholars' Bowl League which sponsors competitions throughout the year and a final competition for the statewide champion at the end of the year.

Creative Writing Club (Bay Minette, Fairhope, Gulf Shores) Sponsored by the English Department, this club exists to assist students with creative writing works and to encourage and promote quality creative writing.

Engineering Club (Bay Minette, Fairhope, Gulf Shores) This club is aimed at aiding Engineering majors in their knowledge and experience in the Engineering field. This organization is not solely for Engineering majors.

History Inquiry Society (Bay Minette, Fairhope, Gulf Shores) A special interest club for history majors and history buffs.

Hospitality Student Club (Gulf Shores) The Hospitality Student Club promotes networking, travel, and scholarship opportunities for Hospitality Administration students.

National Student Nurses' Association (All campuses) The National Student Nurses' Association chapter at Coastal Alabama is affiliated with the national organization and the Alabama Student Nursing Association. This association provides students interested in the field of nursing the opportunity to further develop their knowledge of the health care field and nursing education programs.

Phi Beta Lambda (All campuses) is an honorary society designed to provide education and leadership experience for business students. Its aim is to encourage improvement in scholarship, promote civic and community responsibilities, and strengthen the confidence of members in themselves and their work. Membership is open to any student with an overall grade point average of 2.0.

Phi Theta Kappa (All campuses) Phi Theta Kappa is the international honor society for two-year colleges. Membership in this organization is the highest honor attainable by students. Phi Theta Kappa is a scholarly fellowship which embraces community and junior colleges of the nation. The purposes of the society are to promote scholarship, to develop character, and to cultivate fellowship among the students. Membership is based on high scholastic standing, character, leadership, and service on the campus. Members may participate in the induction ceremony following their admittance into Phi Theta Kappa.

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

SkillsUSA (All campuses) SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and students who are preparing for careers in trade, technical, and skilled service occupations. SkillsUSA helps students to excel by providing the training for members to compete in technical contests and earn national recognition.

Technical Association of the Pulp and Paper Industry (TAPPI) (Thomasville) The TAPPI organization is one of only two chapters in the state. Membership is open to students interested in working in the paper and chemical industry. Monthly meetings are held which include speakers from local mills and plants. TAPPI membership provides

members a world of flexible benefits and opportunities to create solutions through information sharing, knowledge development and interaction with other individuals working in the pulp, paper, and converting industries. Specific benefits for members include numerous periodicals, technical journals, and newsletters, access to www.tappi.org, opportunities to participate in a wide range of member groups, and special savings on all of TAPPI's products and services.

Who's Who Among Students in American Colleges and Universities (All campuses) Who's Who Among Students in American Colleges and Universities is an organization that recognizes outstanding achievement among college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

ATHLETIC ORGANIZATIONS/ACTIVITIES

Intercollegiate Athletics (Bay Minette, Brewton, Monroeville) Coastal Alabama Community College is a member of the National Junior College Athletic Association, which is composed of colleges throughout the nation, and is a member of the Alabama Community College Conference, which is composed of public junior colleges and other junior colleges in the state. Coastal Alabama participates in intercollegiate men's and women's basketball, men's baseball, men's golf, women's volleyball, women's softball, and men's and women's tennis. The excellent coaching staff and athletic facilities at the College encourage student participation in varsity athletics. Students who participate on an athletic team are required to reside in the Residence Hall unless they live with their parents.

Cheerleaders (Bay Minette, Monroeville) The Cheerleader applicants are evaluated, recruited, and selected by the official sponsor during the spring semester of each school year. Anyone who wishes to apply for Cheerleading must have and maintain a 2.0 overall grade-point average and attend Coastal full-time during the academic year of performance. The Cheerleaders perform at many school activities such as basketball games and career days throughout the year.

Intramural Sports Coastal Alabama offers intramural sport activities and opportunities.

FAITH-BASED & SPECIAL INTEREST ORGANIZATIONS/ACTIVITIES

Baptist Campus Ministries (Atmore, Bay Minette, Brewton, Gilbertown, Monroeville) BCM offers Bible study, creative worship, mission opportunities, and fellowship to all students regardless of denomination.

Campus Ministries (Thomasville) This organization provides an opportunity for fellowship, Bible Study, service, and leadership development for students interested in Christian activities. Weekly meetings are held, and membership is open to all students regardless of denomination or religious background.

Circle K (Monroeville) The mission of Circle K is to develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service. Circle K members work with the local Kiwanis club in Monroeville to provide service to the college and community.

Coastal Alabama Outdoors (All Campuses) This program, sponsored by the SGA, focuses on providing students with the opportunity to explore their communities through outdoor activities such as biking, running, camping, fishing, kayaking, paddle boarding, skiing, rock climbing, hiking, birding, and the like. All Coastal Alabama students are welcome to participate in planned activities.

Fellowship of Christian Athletes (Bay Minette) The Campus Ministry is initiated and led by student-athletes and coaches on college campuses.

Fusion Campus Ministries This organization is a ministry of the Bay Minette Assembly of God is open to all students interested in Bible study, missions, fun and fellowship.

True Colors (Gulf Shores) This student led bible study is hosted during the Wednesday activity period. Affiliated with Liberty Church.

Coastal Alabama Fishing Club (Bay Minette, Monroeville) This organization promotes recreational and competitive bass fishing while representing Coastal Alabama in area competitions.

Rotaract (Thomasville) The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in student development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

SAGE: Study Abroad and Global Education This program, sponsored by the SGA believes that education should be lived and experienced. SAGE seeks to provide Coastal Alabama students with opportunities to travel and study abroad through college study programs and internships. All Coastal Alabama students are invited to participate.

Science Fiction Book Club (Bay Minette) This club is a social club for students who have special interests in science fiction, fantasy, and horror books and films.

Sun Chief Veterans (Bay Minette) This club is for Coastal Alabama student veterans transitioning from military life to student life.

Tolerance Coalition (Bay Minette) An awareness organization dedicated to the eradication of stereotypes and the promotion of tolerance with the LGBTQ community.

MUSIC & FINE ARTS ORGANIZATIONS/ACTIVITIES

Art Club/Art Scholars (Brewton, Monroeville) Students in this organization are providing visual examples of artwork for the College and community. They host student and professional art exhibits. Scholarships are available.

Community Choir (Bay Minette) Community Choir is designed for anyone in the community who wishes to be a part of a large choral group. This group performs large choral works, either sacred or secular.

Elated Voices of Triumph (Bay Minette) The Elated Voices of Triumph is a gospel choir for those who enjoy fellowship through gospel music. The group entertains on campus as well as out in the local communities. Anyone who enjoys gospel music is invited to join.

Coastal Chamber Singers (Bay Minette) Students who enjoy singing are urged to be a part of this mixed ensemble choral group. It is one of our finest organizations on campus, rewarding not only to the student body and the community, but the participating individual as well.

Expose' (Monroeville) Students perform at local high schools, civic, and community events. Scholarships are available.

Jazz Band (Jazz/Show Band) (Bay Minette) This performing group is open to students who enjoy studying and performing music written especially for a traditional big band setting. Students must provide their own instruments. Instrumentation includes trumpets, trombones, saxophones, piano, bass, guitar, and drums. The Jazz Band performs for various College, and community activities.

Pep Band (Instrumental Ensemble) (Bay Minette) The Pep Band performs music for various College sporting events throughout the year. Instrumentation includes those found in a traditional marching band.

Sun Chief Sound (Bay Minette) Sun Chief Sound is a "Show Choir" consisting of mixed vocalists with band accompaniment. Those interested may audition in the spring of each year. Sun Chief Sound performs popular music for College, school, and community activities.

Sun Chief Drum Line (Bay Minette) his organization is a special interest club for drummers and those interested in drum line performances.

Theater (Bay Minette) The theater students participate in productions in the fall and spring semesters. Students interested in such presentations should contact the Fine Arts and Humanities instructors.

OTHER ACTIVITIES

Homecoming Court A Homecoming Court is selected by popular vote on an annual basis by the student body. Each court consists of six Freshmen Attendants and six Sophomore Attendants. The Homecoming Court will be selected by popular vote by the student body. The sophomore female receiving the most votes will be crowned Homecoming Queen. The Court reigns during the homecoming basketball game and festivities. Criteria (1) An application must be submitted to the SGA Office by the posted deadline. (2) All students running for the Homecoming Court must clear campaign signs through the SGA Office or the Vice-President and/or Dean of Student Services.

Miss Coastal Alabama Community College The Miss Coastal Alabama Community College is a scholarship program held annually with the purpose of choosing a respresentative for the College. Students participating in the pageant must meet the following criteria:

1. Be in good standing with the College
2. Be a full time student at Coastal Alabama Community College
3. The student must refer to the Miss Coastal Alabama contract for additional criteria

POLICIES FOR CLUBS AND ORGANIZATIONS

The College is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campus a variety of interests as members of the academic community. They are encouraged to continue their interests in various campus clubs and organizations and to form new associations. All club projects are coordinated through the Student Government Association. Any club wishing to sponsor a

project of any nature must secure approval by the Vice-President of Student Services or Designee a minimum of two weeks in advance of the project date. Every student is urged to join and become active in at least one club. Club membership will provide an opportunity for participation in campus life and will enable students to make a real contribution to their College. The membership, policies, and actions of a student organization will be determined by a vote of only those persons who are enrolled students. The sponsors shall be present at all regular and special meetings of the organization, or at any segment or committee meeting of the organization. With the exception of the SGA, sponsors may be chosen by the student organizations with the approval of the Vice-President of Student Services or Designee. Student organizations are required to submit a statement of purpose, criteria for membership, a copy of the constitution and by-laws, and a current list of officers. Meetings of student clubs and organizations must be submitted to the Vice-President of Student Services or Designee for placement on the official school calendar. Campus organizations shall be open to all students without respect to race, creed, national origin, sex, or qualified disability. All clubs and organizations must conform to the laws and policies of the State of Alabama and the Student Government Association. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging nonattendance at classes or College activities without prior consent of proper College officials or by any action that might cause disrepute to a student, instructor, or College activity.

ORGANIZATION PROCEDURES

To establish a new club or organization on campus, the following steps must be taken: (1) Obtain from the Vice-President of Student Services or Designee an organizational form for new campus clubs and organizations; (2) Each organization must have a full-time faculty or staff member as an advisor; (3) Request recognition by the SGA by submitting to the Vice-President of Student Services or Designee a completed copy of the organizational form which must be signed by the faculty or staff advisor. Included with this should be a copy of the proposed constitution and by-laws; and, (4) Upon approval by the Student Government Senate, the SGA president will request recognition of the club or organization by the Vice-President of Student Services.

TENURE OF STUDENT ORGANIZATIONS

A student organization must meet the following criteria in order to continue receiving official recognition: (1) An annual report must be submitted to the SGA and the Vice-President of Student Services' Office (or Designee) in the month of March. (2) The annual report must show how the organization has continued to fulfill the original purpose, goals, etc., of their charter, constitution, and by-laws. (3) The SGA will be invited to recommend to the Vice-President of Student Services or Designee whether a particular student organization should be: (a) continued in good standing, (b) continued on probationary status for a specified period of time, (c) reorganized, or (d) disbanded. (4) The officers of the club and the SGA will be advised of the final decision on the annual report and the SGA's recommendations.

POLICIES GOVERNING SOCIAL EVENTS RESPONSIBILITY

It is expected that all social activities support standards of good taste. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests. Each organization shall do whatever is necessary to check student ID cards for admission to events. Sponsoring organizations will make necessary arrangements through the Vice-President of Student Services or Designee. Campus Police must be notified for on-campus activities. Sponsoring organizations are required to make necessary arrangements for physical needs with the Maintenance Department. Signatures of the advisor and Vice-President of Student Services or Designee are necessary on all job order requests. Any College organization planning a social event must register that event with the Vice-President of Student Services or Designee on the form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signature. Approved forms will be kept on file in the Vice-President Student Services' Office. All College events, on or off campus, will be approved by the Vice-President of Student Services or Designee only after the advisor has approved them.

▪**HOURS FOR EVENTS:** Social events will be scheduled at a reasonable time that will not affect or hinder class attendance.

▪**ALCOHOLIC BEVERAGES:** The College does not, under any conditions, approve of the use of alcoholic beverages. Public display, possession or the use of alcoholic beverages on campus is prohibited. No alcoholic beverage containers nor signs or other items referring to alcoholic beverages may be displayed on campus.

▪**CHAPERONES:** Chaperones will be determined by the type of event. Normally, at least one faculty and/or staff member should be present. Events will normally be approved provided the organization sponsor has given prior

approval on the standard form. The responsibility of the social event will rest entirely with the organization and its advisor/sponsor.

HAZING

Hazing is prohibited at Coastal Alabama. Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts and buffoonery, morally degrading or humiliating activities and other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of Coastal Alabama Community College. No club shall allow any of its members or other persons to participate in any hazing ceremony, activity or practice. It is also against the law in Alabama to participate or to allow participation in any form of hazing.

QUIET WEEK

Quiet Week will extend through the five class days immediately preceding final examinations. During this period, instructors are requested not to require activity which will take students from other classes. The purpose of "quiet week" is to allow students and faculty members to give full attention to preparation for final examinations. Students and student organizations may not schedule social activities during quiet week or during the week of final examinations.

UNAUTHORIZED STUDENT GROUP GATHERINGS

Any and all students and/or persons participating in an unauthorized group meeting on the campus which creates a disturbance or causes destruction of College or personal property, or brings discredit to the College, shall be subject to disciplinary action and possible civil action. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity as spectators. Any student that can be identified personally by the College officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

RULES OF INTELLECTUAL PROPERTY OF STUDENTS

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish this work without any authorization from the College. Students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works. The student must get written consent from the College in order to use or publish course related material when the student is not an author or collaborator. An employee must get permission from a student to use that student's work as a sample/model. At the student's request, the work will be published anonymously, or under a pseudonym.

STUDENT WORK AND COPYRIGHT

Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore student work is protected by copyright regulations. Faculty should have written permission from the student copyright holder to use their work. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student (specifying name, contact information, title of item[s], statement giving permission, and dates included). As previously stated students have the right to publish any of their own creative work and are entitled to 100% of the royalties for their work.

ELECTRONIC DEVICES POLICY

Electronic devices such as Cell phones, Kindles, Nooks, iPads and their attending noise are distracting to both faculty and students in classrooms, labs, testing centers and libraries. These areas are also inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, appropriate Instructional Officer, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by the students is a violation of the student code of conduct.

STUDENT GOVERNMENT ASSOCIATION
ARTICLE ONE: NAME

The Organization of the Student Body of this institution shall be known as the "Student Government Association of Coastal Alabama Community College." Coastal Alabama Community College may have multiple SGAs based on campus location and student interest.

ARTICLE TWO: PURPOSES

The purposes of this organization are to deal effectively with matters of student affairs, to promote good will and understanding between faculty and students, to control all matters which are delegated to the student government by the administration, to work with the administration in all matters affecting the welfare of the student body, to enact and administer such rules as are deemed necessary for the promotion of the welfare of the students, and to control and direct student activities in order that they may be conducted for the best interests of the student body as a whole and to the credit of Coastal Alabama Community College. The SGA is served by a College advisor who aids the members in all endeavors.

ARTICLE THREE: MEMBERSHIP

1. All registered students are members of this organization and are subject to all rules and regulations enacted by this organization.
2. Only members of the Student Government Association shall be entitled to vote in elections concerning positions in this organization.

ARTICLE FOUR: GENERAL ORGANIZATION

The Student Government Association of Coastal Alabama Community College shall be organized into three branches: the Legislative, the Executive, and the Judicial.

ARTICLE FIVE: LEGISLATIVE BRANCH

1. All legislative powers granted herein shall be vested in a Student Senate whose membership shall be chosen from the student body of the two classes.
2. The freshman class and the sophomore class shall elect senators to the Student Senate.
3. Sophomore senators are to be elected in the spring while they are still freshmen and are to join the senate upon election. Some freshman senators and the sophomores shall be elected in the fall semester and must be full-time students at this College. Eligible voters for freshman and sophomore senators shall be all members of the student body at-large.
4. The term of office for senators shall be one year or until their successors are installed. Official installation for all officers shall be within three weeks after their election.
5. All vacancies occurring in the Student Senate before the fall semester elections, except during the summer semester, shall be filled in the fall semester elections.
6. All vacancies occurring shall be filled by appointment by the President of the Student Government Association until a special election is called or a regular election occurs.
7. During the summer semester, all SGA business shall be conducted informally by those officers and senators in attendance.
8. All Senators must maintain a specific GPA requirement and maintain full time student status. The position is forfeited if the criteria is not met.

PROCEDURE:

a. A majority of the membership of the Student Senate shall constitute a quorum to do business.
b. The Student Senate may determine the rules of its proceedings, punish its members for disorderly conduct, compel the attendance of absent members in such manner and under such penalties as the Student Senate may evoke, and with concurrence of three-fourths of the membership expel a member.
c. The Student Senate shall meet at least every two weeks during the school year, or at the call of the President of the Student Government Association, or upon the written request of a majority of the membership of the Student Senate.
d. All enactments of the Student Senate, including changes in the Rules and Regulations of the Student Government Association, shall be passed by a majority vote unless otherwise specified in the Constitution.

DUTIES:

a. To select from within the members of the Student Senate a President Pro-Tem at the first meeting. The President Pro-Tem shall serve as presiding officer of the Student Senate in the absence of the Vice President of the Student Government Association;

b. To elect at the first meeting an assistant clerk from the membership of the Student Senate, who shall serve as acting clerk in the absence of the Secretary of the Student Government Association;

c. To set up permanent and/or temporary committees from within the Student Senate membership as it sees fit;

d. To approve by two-thirds vote of the Senators present and all voting members of the Executive Cabinet of the Student Government Association;

e. To override the veto of the President of the Student Government Association by a vote of two-thirds of the membership of the Student Senate;

f. To create or abolish any Executive Cabinet post upon recommendation by the President of the Student Government Association;

g. To enact or revise By-Laws of the Student Government Association;

h. To grant to all student organizations the privilege of establishment on the campus, and to set standards for the recognition of such organizations;

i. To vote articles of impeachment against the President, Vice President, Secretary, and Treasurer of the Student Government Association or any other Student Government officer; and

j. To make recommendations or propose revisions for the proposed budget for the year submitted by the Advisor of the Student Government Association.

Any exercise of the foregoing powers or any action of the Student Senate may be altered or rescinded by a majority vote of the students voting in a campus election. Upon receipt of a petition signed by ten percent of the student body of Coastal Alabama Community College, and containing a statement of such exercise of power or action to be voted on by the students, the President of the Student Government Association shall direct that an election be held. If 25 percent of the students enrolled cast votes in the election, the result of the election will be final.

ARTICLE SIX: EXECUTIVE BRANCH

1. All executive powers granted herein shall be vested in a President of the Student Government Association.
2. The President of the Student Government Association shall be assisted by a Vice President, a Secretary, an Executive Cabinet, and an Inter-club Council.
3. The President, Vice President, and Secretary of the Student Government Association shall be chosen for a term of one year in the spring semester elections and must be a full-time student and must maintain a specifc GPA with full-time student status. An officer forfeits the office if the criteria is not met.
4. Vacancies:
   a. If the office of the President shall become vacant, it shall be filled by the Vice President.
   b. If the office of Vice President shall become vacant before the fall semester elections, it shall be filled in the fall semester elections, but if said office shall become vacant at any other time, it shall be filled by the President Pro-Tem of the Student Senate.
   c. If the office of both President and Vice President should become vacant after the fall semester elections, the President Pro-Tem of the Student Senate shall assume the office of President unless the Student Senate shall see fit to call a special election to fill said vacancies.
   d. If the office of either Secretary or Treasurer of the Student Government Association shall become vacant before the fall semester elections, it shall be filled in the fall semester elections, but if it should become vacant at any other time, the President of the Student Government Association shall fill the vacancy by appointment.
   e. In cases of impeachment, the impeached is subject to immediate expulsion from the Student Government Association by three-fourths vote of the Student Senate and approval by the President when the President is not being impeached. In cases where the President is being impeached, the Vice President shall act as president.

PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To execute the Rules and Regulations enacted by the Student Senate;
2. To call and preside over meetings of the Executive Cabinet;

3. To appoint all members of the Executive Cabinet with the approval of two-thirds of those voting in the Student Senate;
4. To remove at will any member of the Executive Cabinet;
5. To recommend that the Student Senate create or abolish Executive Cabinet positions;
6. To fill all vacancies in the Student Senate occurring after the fall semester elections;
7. To call special meetings of the Student Senate;
8. To bring before the Judicial Branch of the Student Government Association charges against any Student Senate-approved organization for violation of provisions governing the regulation of such organization;
9. To sign or veto acts of the Student Senate. If the President does not veto any act of the Student Senate within ten days after its passage, such acts shall become valid without the President's signature;
10. To have published prior to all elections, including notice of such vacancies as are to be filled in said elections;
11. To serve as ex-officio member of the Student Senate;
12. To require, when requested, a written interpretation from the Judicial Branch on any provision of the Constitution or the Rules and Regulations of the Student Government Association; and
13. To execute all duties found in this Constitution and the Rules and Regulations of the Student Government Association.

VICE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To execute the duties of the President of the Student Government Association in the absence of the President;
2. To preside over all meetings of the Student Senate and to cast a vote in the Student Senate in the case of a tie;
3. To perform such duties as the President of the Student Government Association may assign; and
4. To appoint the members of all committees of the Student Senate and serve as ex-officio member of all such committees.

SECRETARY OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To serve as Recording Secretary of the Executive Cabinet;
2. To serve as clerk of the Student Senate;
3. To send to the office of the President of the Student Government Association and to the Dean of Student Services, within 48 hours after enactment, all rulings passed by the Student Senate and to return to the Senate all legislation signed or vetoed by the President of the Student Government Association;
4. To handle correspondence;
5. To keep and make available to the Executive Cabinet and the Student Senate a permanent record of the Constitution and the Rules and Regulations of the Student Government Association;
6. To have all acts and decisions of the Student Senate published in the official student newspaper in the next issue following adoption;
7. To perform all other duties as may be given them by the President of the Student Government Association; and
8. The Secretary shall have the power to appoint secretarial assistants subject to approval by the Student Government President. Their duties shall consist of what the secretary deems necessary and all members are subject to removal at any time by the secretary.

ARTICLE SEVEN: EXECUTIVE CABINET

1. The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate present and voting, the following members of the Executive Cabinet who shall be responsible for the execution of their duties and who may be removed from office at any time by the President of the Student Government Association:
   a. A Director of Public Relations, who shall handle publicity for the Student Government Association, and serve as public relations agent in all student body affairs;
   b. A Director of Campus Elections, who shall assist in conducting all Student Government elections in accordance with the provisions of the Student Government Constitution and the Rules and Regulations of the Student Government Association; and

   c. A Director of Social Activities, who shall coordinate all social events and promote the social life of the student body. This Director shall sit as co-chairman, with the President of the Student Government Association, of the Inter-Club Council.

   d. A Director of Intramural Sports, who shall coordinate all intramurals sport activities. (Bay Minette only)

2. Membership on the Executive Cabinet shall be governed by the following qualifications:

   a. No members of the Student Senate are eligible for membership in the Executive Cabinet.

   b. The grade-point requirements for members of the Cabinet shall be 2.0.

3. The duties of the members of the Executive Cabinet shall be as follows:

   a. To serve as advisers to the President of the Student Government Association and to aid in planning the policy for the Executive Branch of the Student Government Association;

   b. To execute, under the supervision of the President of the Student Government Association, all Rules and Regulations of the Student Government Association;

   c. To meet at least monthly with the President of the Student Government Association or at their request;

   d. To appear before the Student Senate, when requested, to discuss student affairs and to answer all questions from members of the Student Senate concerning their respective Cabinet departments; and

   e. To appoint as many assistants as each department director feels is necessary for the proper functioning of his department, and to inform the President of said appointments.

ARTICLE EIGHT: INTER-CLUB COUNCIL

1. Membership on the Inter-Club Council shall be as follows:

   a. The President of the Student Government Association, who shall serve as Chairman;

   b. The Director of Social Activities, who shall serve as Co-Chairman; and

   c. Two Representatives from each of the recognized clubs and/or extracurricular activities.

2. The Inter-Club Council shall meet at least monthly or at the call of the Chairman.

ARTICLE NINE: JUDICIAL BRANCH

1. All Judicial power granted herein shall be vested in a Judicial Body composed of two faculty members and three student members, who shall be appointed by the President of the Student Government Association and approved by a two-thirds vote of the membership of the Student Senate. The faculty members shall be selected for approval by the faculty senate. A faculty member shall act as chief justice and vote only in case of a tie.

2. All members of the Judicial Body shall take office when needed upon appointment by the President and shall serve for a period of one year or until their successors are appointed.

3. The Judicial Body shall have the following duties:

   a. To have sole jurisdiction in all cases involving the interpretation of the Constitution and the Rules and Regulations of the Student Government Association;

   b. To have jurisdiction in all cases involving offenses against the provisions of this Constitution or the Rules and Regulations of the SGA;

   c. To render, within one week, upon request by the President of the Student Government Association or the Student Senate, a written interpretation of any part of this Constitution or the Rules and Regulations of the Student Government Association;

   d. To hear and adjudge a decision in all cases of impeachment other than the judicial court;

   e. To elect at the first meeting a clerk from among the student membership who shall be responsible for keeping a permanent written record of proceedings, with such records to be kept on file. The clerk shall be notified by the Chief Justice at least two days prior to each meeting, and shall be responsible for gathering and presenting to the Judicial Body all pertinent information in each case heard by the Body; and,

   f. Three-fourths vote of Student Senate is required for impeachment of any judiciary member.

4. All decisions of the Judicial Body shall be decided by a majority vote of its membership.

ARTICLE TEN: GENERAL ELECTIONS

1. The schedule for elections shall be as follows:
   a. The election of Student Government Officers and Sophomore Senators shall be held in April, and the election of Freshman Senators and Senators-at-large shall be in September.
   b. All appointments for Executive Cabinet and the Judicial Body must be completed within two weeks after the fall semester elections.
   c. All special elections shall be held on a date designated by the President of the Student Government.
   d. The President of the SGA, upon approval of two-thirds of the members voting in the Student Senate, may change the above date for elections.
2. Election procedure shall be as follows:
   a. The Director of Campus Elections shall be responsible to the President of the Student Government Association for conducting all elections in compliance with the Constitution and the Rules and Regulations of the Student Government Association.
   b. The Elections Committee, as appointed by the President of SGA and approved by the Dean of Student Services, shall be responsible to the Student Senate for conducting elections.
   c. When there are three or more candidates in an election for one particular office, and if none of the candidates receive more than 50 percent of the total vote, then there will be a run-off between the two candidates receiving the most votes.
3. Voting qualifications shall be as follows:
   a. All members of this organization are eligible to vote in the fall semester elections by virtue of being a registered student of this College.
   b. All members of this organization are eligible to vote in any special election affecting all of the student body.
4. Qualifications for candidates for officers shall be as follows:
   a. All candidates except those seeking the SGA presidency must have either a 2.0 overall average or a 2.5 average for the preceding semester. Those candidates seeking the presidency must possess a 2.5 overall average.
   b. All candidates must be full-time sophomore students at this College during the next academic year.
   c. All freshmen running for office in the fall semester elections must be enrolled full-time with this College.
5. The Elections Committee shall see that all candidates meet the qualifications set forth in this Constitution.
6. All candidates elected in the spring shall take office one month prior to the end of the spring semester.

ARTICLE ELEVEN: SCHOOL ORGANIZATIONS

The procedure for any group wishing to organize on campus shall be set forth in a By-Law, which must be approved by two-thirds of the Student Senate.

ARTICLE TWELVE: RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution.

ARTICLE THIRTEEN: METHOD OF AMENDMENT

1. All amendments to this Constitution must be proposed by one of the following methods:
   a. By a majority vote of the membership of the Student Senate; or
   b. By a petition presented in writing to the President of the Student Government Association carrying the signatures of ten percent of the membership of the student body.
2. All amendments must be ratified by a vote of two-thirds of the membership of the Student Senate, or a vote consisting of one-third of the student body voting with two-thirds majority in favor to carry said amendment.
3. All proposed amendments to this Constitution must be approved by the Judicial Body to ensure consistency in both form and context.
4. All proposed amendments to this Constitution must be approved by the President of the Student Government Association.

RESIDENCE HALLS
GENERAL INFORMATION & RESIDENCE REQUIREMENTS

Residence Hall living at Coastal Alabama Community College will be a unique experience for many students and can prove to be both educational and enjoyable. Rules are inherent in all group living situations because sound laws and regulations provide order essential to personal freedom and achievement. By selecting Coastal Alabama, a student also selects the standards and regulations of the College. Student housing is available on the Bay Minette and Brewton Campuses. Students should refer to the Residential Hall Student Handbook and the current Housing Contract for specific rules and regulations pertaining to resident students.

RULES AND REGULATIONS

All students residing in College housing are required to retain their residence for the entire academic year, or the remaining portion thereof. See Residence Hall Contract for additional requirements.

CONTRACT BUYOUT POLICY

A residential housing contract buyout may only occur before the spring semester when a student does not fit the current criteria for release of contract, i.e., marriage, physician, documented medical necessity, military service, or graduation midterm (less than 12 credit hours remaining on the student's degree plan). *Contract Buyouts can only be considered when the demand for housing exceeds occupancy.* Residents may apply to terminate their housing contract by submitting a written request. However, applying for a contract buyout does not guarantee an automatic release from the Housing Contract. The contract buyout request will be reviewed by the Director of Housing or the Vice-President of Student Services. The student's account must be in good standing. The College must have an applicant prepared to move into the unoccupied space and financially ready to pay no less than the down payment due on the room for the term. At such time, the contract buyout requestor, if approved, can pay the $500 buyout fee, and then the student may be released from the Housing Contract. Regardless of the timing for the buyout request, there will be no refund given for the fall semester payment, other than as stated in the Alabama Community College System Board of Trustees Policy 327.01.

Coastal Alabama Community College scholarship athletes seeking a residential contract buyout must submit documentation from their coaches signfying release from their current scholarship.

Coastal Alabama Community College considers the Residence Life Housing Contract to be a legally binding document on the part of the student and College.

STUDENT CODE OF CONDUCT

Any member of the College community having questions concerning the interpretation of the Code of Student Conduct may contact the Vice-President of Student Services or Designee. The Code of Student Conduct shall be reviewed annually and when the procedures of the Code are affected by a decision of the courts. All reviews shall be conducted under the direction of the appropriate supervisors in Student Services.

STUDENT BILL OF RIGHTS

The College assumes that entering students are adults who have developed mature behavioral patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. All college students are expected to conduct themselves on all occasions in an appropriate manner. They are expected to maintain a high standard of honor and personal conduct. College is a period of preparation both for the attainment of excellence in one's chosen academic discipline and for a position of responsibility and leadership in society. In order to preserve an environment conducive to the academic and personal development of its members, an educational community must have a Code of Student Conduct to which its members adhere. By becoming a member of an educational community, a student does not forfeit any rights of citizenship. Accordingly, the College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Code of Student Conduct. Violation of this code will result in disciplinary action against the student. The College reserves the right to dismiss any student whose on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All personal conduct of students is subject to college jurisdiction, regardless of where the conduct occurs. The College will strive to protect students' individual freedoms and rights as listed below:

- Freedom of speech and expression;
- Freedom of assembly;
- Freedom of inquiry;
- Freedom from all acts of violence;
- Freedom from interference with the learning experience/ educational environment;
- Freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;
- Freedom from destruction or theft of personal property;
- Right to substantive and procedural due process in all college disciplinary proceedings;
- Right to petition for redress of grievances;
- Right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and
- Right to equitable and fair governance.

DEFINITIONS

The following terms used in the Code of Student Conduct should be interpreted according the following definitions.

1. The terms "College," "the College," refer to Coastal Alabama Community College.
2. The term "student" refers to any person officially enrolled at Coastal Alabama Community College, whether he or she is classified as a "degree- or diploma-seeking" student or a "non-degree" student. All persons, whether full-time or part-time, are considered "students."
3. The term "faculty member" refers to any person employed by the College to conduct classroom activities.
4. The term "member or citizen of the College community" refers to any student, faculty member, staff member, trustee, official, or any person otherwise employed by, or associated with, the College.
5. The term "College official" refers to any person serving in an administrative or professional capacity as an employee of the College.
6. The term "College property" includes all land and facilities that are in the possession of, owned, used or controlled by the College.
7. The term "organization" refers to groups who have obtained status as a registered campus organization with the Office of Student Services of the College.
8. The term "Hearing Officer" refers to the person designated by the College President to determine whether a student has violated the Code of Student Conduct.

ACADEMIC CONDUCT

Coastal Alabama Community College expects all members of its academic community to perform according to the highest ethical and professional principles. The entire college population must be involved to ensure this quality of academic conduct. Whether or not academic misconduct occurred, and what classrooms sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter through judiciary procedures. Students who receive classroom sanctions for academic misconduct may be subject, at the instructor's discretion, to disciplinary action by the Vice-President of Student Services or Designee if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action. Academic misconduct undermines the purpose of education. Such behavior is a fundamental violation of the trust that must exist between the faculty and students in order for the College to cultivate intellectual growth and development. Academic misconduct can commonly be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

- **Cheating** – The use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information;
- **Plagiarism** – Claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas;
- **Fabrication** – Presenting as genuine, falsified data, citations, or quotations;
- **Abetting** – Helping another student commit an act of academic dishonesty. Examples include allowing

a fellow student to copy quiz/examination answers or use one's work as his/her own;

- **Misrepresentation** – Falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

The steps to addressing student grievances for academic purposes are as follows:

1. Students first discuss the grievance with the instructor of the course;
2. If the grievance is not resolved at that level, the student should contact the Division Chair and/or Program Director;
3. If the grievance is not resolved at that level, the student should contact the Vice-President of Instruction and Workforce Development or appropriate Instructional Officer.
4. The Vice-President of Instruction and Workforce Development or assigned Instructional Officer will review the grievance and appropriate documentation and render a decision.

ACADEMIC DISHONESTY

With regard to a matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of student having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to:

1. impose a grade of "F" or a "0" for the respective assignment or test;
2. impose an "F" for the respective course;
3. require that an assignment be redone or a test be retaken;
4. reprimand the student in writing with clear warning about subsequent incidents; or
5. impose other similar sanctions designed to preserve academic integrity.

The faculty member shall not have the right to suspend or expel a student(s). That authority is reserved for the appropriate Instructional Officer and/or the College Judicial Committee. If the faculty member believes that the student code of conduct has been violated and the student should be subject to greater punishment, or additional punishment, then the case should be referred to the Vice-President of Student Services or Designee for disciplinary review.

In any situation where a student(s) is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student(s) written notice of the allegation and give the student(s) the opportunity to respond to each allegation made. The student(s) shall have a maximum of 3 working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student(s) has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student(s) give a response for a grade to be finalized, only that the student(s) has been given an opportunity to respond and that the instructor give due consideration to any response that is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student(s) against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the respective Division Chair. The appeal must be filed with the respective Division Chair within 3 working days of the receipt of the faculty member's decision. The respective Division Chair must respond to the student within 3 working days after the receipt of the student appeal. If the student has additional reason to appeal, they may appeal to the appropriate Instructional Officer within 5 working days after the student(s) has received the respective Division Chair's decision to uphold a sanction and must include:

1. a copy of the faculty member's and respective Division Chair's written allegations of academic dishonesty;
2. a statement of the sanction imposed;
3. the dates on which the student(s) received the written allegations and on which the student(s) responded to the allegation;
4. the nature of the student's response to the faculty member and Division Chair concerning the allegation; and
5. the rationale for the appeal of the sanction. The student(s) shall have the option of admitting to the appropriate Instructional Officer the act of academic dishonesty and proposing an alternative

sanction or denying that academic dishonesty has been committed.

If the issue cannot be resolved by mutual consent, the appropriate Instructional Officer will inform the accused of their "Rights to Due Process" and have the option of forwarding the accusation to the College Judicial Committee, or of retaining original jurisdiction of the case. If the case is forwarded to the College Judicial Committee, the Chairperson of the College Judicial Committee will arrange the date, time and location of the hearing. If the appropriate Instructional Officer retains jurisdiction, the Vice-President and/or Dean of Student Services will arrange the date, time and location of the hearing. At this time the accused will be so informed by written notice at least five days before the hearing. The written notice to the accused will include the name of the accuser, the specific charge, and a copy of the College's Academic Honesty policy.

The appeal process for students will be that within three days after receipt of the College's academic honesty policy infraction decision, the accused may appeal in writing to the College Instructional Judiciary Officers. Appeals received after the three days will not be considered. The College Instructional Judiciary Officers will consist of the Instructional Officers from each of the College's campuses. The Instructional Officer from the campus at which the incident occurred will be an ex-officio (non-voting) Instructional Officer.

The College Instructional Judiciary Officers will consider the appeal. Students will have a right to appear before the appeals committee if they so wish. A summary of the proceedings before the College Judicial Committee will be presented to the College Instructional Judiciary Officers for review and consideration. The College Instructional Judiciary Officers will notify the student of their decision in writing within seven days from receipt of the appeal.

The decision by the College Instructional Judiciary Officers will be final.

OTHER MISCONDUCT

A student is subject to disciplinary action by the College, up to and including dismissal from the College, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College. Such misconduct shall include but is not limited to the commission of, or the attempt to commit, any of the following offenses:

1. Forgery, alteration, theft or misuse of college documents records or identification, and/or knowingly furnishing false information to College officials.
2. Intoxication or the display or possession of alcoholic beverages and the use or display of such in the residence halls and all other areas of the campus.
3. Participation in any form of gambling.
4. Use, possession or distribution of firearms, other weapons, ammunition, fireworks, any incendiary, or any type of explosive device or material. Only duly constituted law enforcement officers may possess firearms on campus.
5. Disorderly Conduct including but not limited to, rioting, inciting to riot, raiding, inciting to raid and assembling to raid College properties, which interferes with the rights and opportunities to utilize and enjoy educational facilities and activities.
6. Lewd, indecent, obscene behavior or expression including sexual relations.
7. Trespassing or unauthorized entry to or use of College facilities.
8. Unauthorized possession of a key to any College facility, and/or unauthorized entry into a College's employee's work area, and/or unauthorized interference with the use of or access to College Facilities.
9. Failure to possess or promptly present a College I.D. card when requested by College officials or law enforcement officers.
10. Failure to promptly comply with the directions of College officials or Law enforcement officers acting in their duties as such officials and officers.
11. Obtaining College services by false pretenses including, but not limited to, misappropriations or conversion of College funds, supplies, equipment, labor, material, space facilities, or services.
12. Violation of the College's Tobacco Free policy. Smoking is not permitted on any campus of the College. This ban includes electronic vaping devices.
13. Violations of any College policies or regulationsn as published or referred to in the Student Handbook, including, but not limited to those governing the time, place and manner of public expression; the registration of organizations; use of College facilities; occupations and visitation of residence halls and other housing owned or controlled by the College; and the use of parking or motor vehicles on the campus; and unauthorized use of computer facilities, programs, and/or data, and/or violations of

College computer policies and/or procedures.

14. Making, presentation, distribution, transmission, or promotion of any video, audio or data recording of any person situated within or upon the premises of Coastal Alabama Community College which recording is reasonably determined by the Vice-President of Student Services or Designee to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrespect to the College or any student or employee of the College, or which would otherwise present the College or any student or employee of the College in a manner that is contrary to the good name and reputation of the College.

15. Violations of any Federal, State or local laws.

The following offenses will merit automatic disciplinary suspension or expulsion

1. Actual or threatened physical abuse of any person, including fighting, hazing, bullying or harassment, or any other act which could endanger the health and safety of any such person; and places a student, faculty, or staff member in actual or reasonable fear of harm to their person or damage to their property; and/or creates or is certain to create a hostile environment.

2. Theft, vandalism, malicious destruction and/or intentional damage to property of the College or to the property of any member or visitor of the College community.

3. Use, possession, growth, sale, manufacture or distribution of narcotic or dangerous illegal drugs, or drug paraphernalia as defined by the statutes of the State of Alabama, except as expressly prescribe by a physician. In an effort to ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances and items.

4. Intentional misuse of any College fire alarm or fire-fighting equipment.

5. Sexual activity including any sexual conduct by, between, with, to or involving two or more persons regardless of gender.

6. Use, possession or distribution of firearms, other weapons, ammunition, fireworks, any incendiary, or any type of explosive device or material. Only duly constituted law enforcement officers may possess firearms on campus.

7. Failure to promptly comply with the directions of College officials or Law enforcement officers acting in their duties as such officials and officers.

8. Intoxication or the display or possession of alcoholic beverages and the use or display of such in the residence halls and all other areas of the campus.

9. Making, presentation, distribution, transmission, or promotion of any video, audio or data recording of any person situated within or upon the premises of Coastal Alabama Community College which recording is reasonably determined by the Vice-President of Student Services or Designee to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrepute to the College or any student or employee of the College, or which would otherwise present the College or any student or employee of the College in a manner that is contrary to the good name and reputation of the College.

10. Sexual Assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity including any penetration of the vagina, anus, or mouth by the perpetrator's penis or by any other object. Sexual behavior is deemed to be without the victim's consent when: the victim has instructed the perpetrator not to engage in such conduct; the victim is forced to submit to the act; the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act; the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability. Also falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

11. Sexual harassment can be defined as any unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic success; submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting the person submitting to or rejecting such conduct; such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating,

hostile or offensive work, academic, or living environment or such conduct denies, limits, provides different, or conditions the provision of aid, compensation benefits or services provided to students or employees of the College.

12. Sexual Misconduct can be defined as any intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent; touching is either directly on the body part or the clothing covering that body part; forcing the victim to touch the intimate areas of another person. Sexual conduct is deemed to be without the victim's consent when: the victim has instructed the perpetrator not to engage in the conduct; the victim is forced to submit to the act the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act or the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or due to mental or physical disability.

13. Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking includes the willful and repeated course of conduct directed at another individual that reasonably or seriously alarms, harasses, torments, or terrorizes the victim; any behavior or activity that places another individual in fear of personal harm or intended to cause emotional distress to another individual or behaviors such as following or waiting on the victim; repeated unwanted, intrusive, or frightening communications from an individual by phone, mail, or e-mail; damaging the victim's property; making direct or indirect threats to harm the victim or the victim's family members, friends, or pets; sending unwanted gifts or harassing through the internet (cyber stalking)

14. Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone.

15. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
    a) The length of the relationship
    b) The type of relationship
    c) The frequency of interaction between the persons involved in the relationship.

DISCIPLINARY ACTION DEFINITIONS

Reprimand may be an oral or written warning issued to the student informing the student that he or she is currently in violation of, or has been in violation of, the Code of Student Conduct and that continued violation will result in further sanctions against the student.

Probation is a strong restriction designed to encourage and require a student to cease violating college regulations. Students under this restriction are notified in writing. Students on Disciplinary Probation are warned that:
1. Any further violations on their part while under Probation will lead to an extension of their restriction, disciplinary suspension, or disciplinary expulsion; and
2. They may not hold any office, elective or appointive, in any student organization. Disciplinary Probation generally is not less than one academic semester.

Restitution is a requirement to make restitution, monetary, service, or otherwise to the College, organization(s), and/or person(s) for damage by the student's violation of the Student Code of Conduct.

Discretionary Sanctions are at the discretion of the Judiciary Committee and may be research projects, work projects, or service to the College that may be assigned as a result of any violation.

Suspension is the removal of a student from class rolls at Coastal Alabama Community College for a designated period of time, usually not less than one semester. At the end of the designated period of time, the student must make formal application for admission.
    a) Class Suspension: A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester and the student will be assigned a grade of "W".
    b) Library Suspension: A student may be suspended from using the library for improper behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

    c)   Housing Suspension: A student may be suspended from living on-campus after infractions of housing regulations.

    d)   Building Suspension: A student may be suspended from entry into a specific building (i.e. Gymnasium, Cafeteria, Grill, Student Union, Student Center, Student Success Center, etc.)

    e)   Immediate Temporary Suspension will be imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Notice will be given within 10 hours and a hearing will be held as soon as practical, usually within 72 hours. During the period of immediate temporary suspension, the student shall be denied access to college property, as the Vice-President of Student Services or Designee deem appropriate.

Voluntary Withdrawal may be given as an option to the student. To qualify for readmission, the student may be required to meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College. In the instance a student withdraws before disciplinary procedures are carried out, the student may be subject to discipline, as may be imposed by the Vice-President of Student Services or Designee, at the time of re-entry to the College.

Expulsion is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College unless granted special dispensation from the College Judiciary Officers. Disciplinary expulsion normally would be applied to students who were guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

JUDICIAL PROCEDURES FOR COASTAL ALABAMA COMMUNITY COLLEGE

Charges may be filed against a student by any member of the College community. Charges must be submitted according to the following guidelines:

- Charges must be submitted in writing;
- Charges must be submitted to the Vice-President of Student Services or Designee;
- Charges must be submitted as soon as possible after the alleged violation occurs, preferably within 72 hours.

Within five days of receipt of the charges, the Vice-President of Student Services or Designee shall determine the course of action. At this stage, the Vice-President of Student Services or Designee may meet with the students. The students can admit to the charge and waive his/her right to a hearing before the Regional College Judiciary Committee. The sanctions/punishment will then be determined by the Vice-President of Student Services or Designee and the students will be notified in writing of the sanctions/punishment within three business days. The Vice-President's/Designee's decision is final and the student forfeits his/her right to appeal.

If the issue cannot be resolved by mutual consent, the Vice-President of Student Services or Designee will inform the students of their "Rights to Due Process" and have the option of forwarding the accusations to the Regional College Judiciary Committee, or of referring original jurisdiction of the case to the Regional Judicial Officer designated by the College President. If the case is forwarded to the Regional College Judiciary Committee, the Chairperson of the Regional College Judiciary Committee will arrange the date, time and location of the hearing. If the designated Regional Judicial Officer retains jurisdiction, the Vice-President of Student Services or Designee will arrange the date, time and location of the hearing. At this time the accused will be so informed by written notice at least five days before the hearing. The written notice to the students will include the name of the accuser, the specific charge, and a copy of the College's policy on Code of Student Conduct.

Any student whose presence poses a threat of danger to persons or property or a threat of disrupting the academic process may be immediately removed from campus by the Vice-President of Student Services or Designee. In this situation, written notice of the charge of misconduct will be delivered to the student within 24 hours and the College Judiciary Committee and/or Regional Judicial Officer will conduct the hearing within five days.

PROCESS FOR APPEAL

The appeal process for students will be that within three days after receipt of the College's disciplinary decision, the students may appeal in writing to the Vice-President of Student Services. Appeals received after the three days will not be considered.

If the original jurisdiction was retained by the Regional Judicial Officer the student may appeal the case to the Regional Judiciary Committee. Students will have a right to appear before the appeals hearing if they so wish. The final appeal for any case will be for the Vice-President of Student Services to consider. A summary of the proceedings

before the College Judiciary Committee and or the Regional Judicial Officer will be presented to the Vice-President of Student Services for review and consideration. The Vice-President of Student Services will notify the student of the decision in writing within seven days from receipt of the appeal. The decision by the Vice-President of Student Services will be final.

JUDICIAL/JUDICIARY COMMITTEE

The Judiciary Committee is a Standing Committee appointed by the President of the College and is comprised of a Chairperson (appointed by the President), faculty, staff, and students.

COMPLAINT, GRIEVANCE AND APPEAL POLICY

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Coastal Alabama Community College.

INITIAL STEPS TO RESOLVE A COMPLAINT

Any student of Coastal Alabama Community College who wishes to make a complaint about an academic matter shall report that complaint in writing to the instructional dean, academic or technical. Other types of complaints shall be reported in writing to the Vice-President of Student Services. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

The student making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved informally, the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President, the College's Student Grievance Officer, and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolution.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the student shall complete and file an original and two copies of Grievance Form A with the Vice-President of Student Services within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01. For any type of complaint other than one falling within the scope of Title IX, the following procedures shall apply:

PLAN OF RESOLUTION

If the student's complaint cannot be resolved immediately, but requires instead a "plan of resolution", the college official to whom the complaint was made shall submit a written report to the President, the respective College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution", the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

GRIEVANCE PROCEDURES

If any student's complaint is not or cannot be resolved at the first level of supervision as described in the above paragraphs, such an unresolved complaint shall be termed a "grievance". A student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) working days, shall have the right to file with the Student Grievance Officer, respectively, a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:
1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on gender, race, age, national origin, religion, color, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated.

INVESTIGATION, HEARING, AND FINDINGS

The College shall have thirty (30) calendar days from the date of the receipt by the respective Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address. The President shall have the right to extend the investigation/hearing period if such an extension is either agreed to by the parties or made necessary by the circumstances of the situation at hand.

INVESTIGATION PROCEDURES

The respective Grievance Officer, personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Officer for the hearing record. In the event that the Grievant does not request a hearing, the Grievance Officer's report and a recommendation for the resolution of the complaint shall be filed with the President, and a copy provided to the Grievant and Respondent.

HEARING PROCEDURES

In the event that the Grievant requests a hearing within the time frame designated by the respective Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Grievant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Grievant and the Respondent shall be read the grievance statement by the official conducting the hearing. After the grievance is read into the record, the Grievant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the college, or the administration of the college at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's expense, assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney unless the Grievant is assisted by an attorney or other personal representative. Regardless of whether or not any party to the hearing is assisted by legal counsel, the official conducting the hearing shall have the right to be assisted by legal counsel in conducting the hearing.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other appropriate electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

REPORT OF FINDINGS AND CONCLUSIONS OF LAW

At the conclusion of the hearing, the Hearing Officer or Chairperson of the Hearing Committee shall submit a written report of findings to the Grievant by personal service or by certified mail, return receipt requested, and to the President containing at least the following information:

1. Date and place of the hearing;
2. The names and title(s) (if any) of each party to the grievance;
3. The nature of the grievance;
4. The name of each member of the hearing committee;
5. A list of all witnesses for all parties to the grievance;
6. Findings of facts relevant to the grievance;
7. Conclusions of law, regulations, or policy relevant to the grievance; and
8. Recommendation(s) to the President arising from the grievance and the hearing thereon.

AVAILABLE APPEAL

The Grievant shall have the right to appeal all or any portion of the hearing findings, provided that within fifteen (15) calendar days following receipt of the report, the Grievant files with the President and respective Grievance Officer a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. The Grievant must state clearly and specifically on Form B the objections to the findings and/or decision of the Grievance Officer. Copies of Form B must be filed with the Grievance Officer and the President. If the Grievant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following the Grievant's receipt of the report, the right to further appeal will be forfeited, and the report shall be deemed to have been accepted by the Grievant.

In the event that no appeal is filed, the President shall give due consideration to the recommendations of the Hearing Officer/ Hearing Committee and shall issue a final decision of the matter of the Grievance.

In the event that an appeal is filed, the President will have thirty (30) calendar days following date of receipt of the Grievant's notice of appeal to investigate and study the Grievant's allegations, the report of the Grievance Officer, and make a written report of the President's findings to the Grievant. Form B must be used for the report of the President's decision. Copies of the completed Form B shall be provided by the President to the Grievance Officer and the Grievant. The Grievant's copy shall be mailed to his/her home address by certified mail, return receipt requested.

With the exception of Title IX grievances covered by Alabama Community College System Policy, the decision of the President on a grievance appeal filed under this College grievance procedure shall be final and binding.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the Grievant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
(BUCKLEY AMENDMENT, 20 U.S.C. 1230, 1232G)

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, 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. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

STUDENT RECORDS POLICY

Coastal Alabama Community College compiles and maintains information about students which facilitates educational development of the student and effective administration of the College. To better guarantee the rights of privacy as provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, 20 U.S.C.

1230, 1232g), Coastal Alabama Community College has adopted the following policies and procedures:

GENERAL POLICY

Coastal Alabama Community College shall not permit access to or the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled Directory Information, without the written consent of the student, to any party other than the following:

1. Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
2. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes;
4. In connection with a student's application for, or receipt of, financial aid;
5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
7. Accrediting organizations in order to carry out their accrediting functions;
8. Parents of a student who is a dependent for income tax purposes;
9. Pursuant to a lawful subpoena or court order;
10. Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedure outlined in this statement with the exceptions specified within the following paragraph.

DEFINITION OF EDUCATION RECORDS

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
2. Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
3. Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

DEFINITION OF STUDENT

For the purpose of this policy, "student" means any person who has been enrolled in and is attending or has attended any course offering of Coastal Alabama Community College. It does not include prospective students.

DIRECTORY INFORMATION

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

1. Student's name, address, telephone number;
2. Dates of attendance;
3. The most recent previous educational agencies or institutions attended by the student;
4. Weight and height of a member of an athletic team;
5. Major and minor fields of study, degree desired, and classification;
6. Participation in officially recognized activities and sports; and/or
7. Degrees and awards received (i.e., Dean's List, Who's Who, etc.).

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should notify in writing the appropriate campus Registrar, during the first three weeks of the respective semester or academic year. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

LOCATION OF RECORDS

The College has designated the following offices as responsible for student records within their respective areas of responsibility:

1. Instructional Office
2. Student Services Office
3. Business Office
4. Financial Aid Office
5. Student Development Office

The administrators in the aforementioned offices shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records within such records official's area of responsibility, which listing shall indicate the location and general content of the records. Any student request concerning his or her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties, and requests for access by the student shall be directed to the appropriate records official. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student and, if an agreeable solution is not reached, the records official will refer the student and his challenge to the Vice-President of Student Services, who shall set a hearing within 10 days thereafter for final decision.

ACCESS OF STUDENT RECORDS TO STUDENTS

The student is afforded the right to inspect and review, in the presence of a College staff member, any records, files and data directly related to the student. To inspect his or her personal folder or file, a student shall submit a written request to the appropriate records official signed by the student and, if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies shall be made and provided to the student.

LIMITATIONS ON ACCESS

The right of inspection of personal information described in the above paragraph does not include:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975. If such letters or statements are not used for purposes other than those for which they were specifically intended; or,
3. Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

CHALLENGING THE CONTENTS OF THE RECORD

If, after inspecting his or her record, a student wishes an explanation or to challenge any part of the contents of such record, then the student shall submit a written request for a hearing in the same manner and under the same

procedures as provided within the preceding paragraph titled Location of Records.

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained or that it should be deleted or revised or he may refer the matter to the hearing officer who shall set a hearing within 10 days thereafter for final decision. In the event any part of the challenged item is retained, the student shall be allowed to place a written explanation thereof in the file. A written decision shall be delivered or mailed to the student within 10 days from the date such hearing is concluded, either by the records official or the hearing officer.

WAIVER OF ACCESS

A student or a person applying for admission may waive his or her right of access to confidential statements concerning that student's application for admission, financial aid, employment, honorary recognition or any other benefit made available by Coastal Alabama. The student may sign and return the waiver or may request a list of the names of persons who will be asked for recommendations as to such application prior to signing and returning such waiver or the student may decline to waive the right of access. No such application shall be conditioned upon or prejudiced by the student's failure or refusal to sign such waiver.

PROVIDING RECORDS TO THIRD PARTIES

The policy of Coastal Alabama Community College is to refuse access to student records to third parties without the written consent of a student except as provided within the preceding General Policy and Directory Information paragraphs. Any records pertaining to a student, which are not excluded by the provisions of the paragraph titled Definition of Educational Records, shall be released upon receipt of that student's written requests directed to the proper records official specifying the records to be released, the reason for such release, the person to whom the records are to be released, and whether a copy thereof is also to be furnished the student.

TRANSFER OF INFORMATION BY THIRD PARTIES

Any information released under the preceding paragraph shall be expressly conditioned upon the understanding that the party to which the information is being transferred will not permit any other party to have access to such information without the consent of the student. Such conditional understanding shall be in writing, and included in or attached to each release of information.

RECORD ACCESS

Coastal Alabama shall maintain a record, kept with the education records of each student, which will indicate all parties (other than those specified within the paragraph titled General Policy) which have requested or obtained access to a student's education records. This record will indicate specifically the legitimate interest that each such party has in obtaining this information.

Such record of access shall be available only to the student, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of the paragraph titled General Policy, 1 and 3, as a means of auditing the operation of the system.

DESTRUCTION OF RECORDS

Coastal Alabama Community College retains the right, if not otherwise precluded by law, to destroy records as a matter of policy. However, upon written request, a student shall be granted access to and copies of his or her records, which are not excluded by the provisions included within the paragraph titled Definition of Educational Records, prior to the destruction of such records. Absent such a request on file prior to destruction, no copy of records to be destroyed need be furnished the student.

COASTAL ALABAMA SAFETY & SECURITY

SAFETY AND SECURITY POLICY

Coastal Alabama Community College provides a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer or employee of Coastal Alabama Community College, who is not

authorized by employment or by status as a student of Coastal Alabama Community College to be on campus or at any other facility owned, operated or controlled by the governing board of Coastal Alabama Community College, or who does not have legitimate business on the campus or facility, or any other authorization, license or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct or activities of such facility, may be directed by an official of the College to leave the campus or facility. If the person fails to do so, trespass charges may be made by Coastal Alabama Community College through the appropriate local law enforcement agency or court.

CAMPUS DISTURBANCE POLICY

1. Definition of Campus Disturbance: Any activity on the campus which does any of the following:
   a. Violates the law;
   b. Disrupts the orderly process of the institution; or
   c. Endangers the life or property of the individual or the College.
2. Notification Method: notify Campus Police at 251-580-2222

PARKING AND DRIVING REGULATIONS
Registration

Any student who drives a car or a motorized vehicle on the campus, day or night, must abide by state laws and must secure a parking decal during registration or online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car. All students must abide by the following regulations.

Regulations

1. Speed limit will not exceed 15 m.p.h. on campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitors to the campus, including students who drive an unregistered car on a temporary basis, must obtain a visitor's parking permit from the Campus Police Office or the administrative office of the respective campus.
4. The College reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on the campus.
5. The College assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on the campus.
6. City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
7. Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
8. Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines or specific signs.
9. Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
10. Double parking is prohibited. Double parking is parking across the line, either to the side or the back or front of the vehicle.
11. The registered driver of a vehicle is responsible for all citations issued to the vehicle.
12. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicles; any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle. The College shall not be liable for any damage to such vehicle occurring during removal or impoundment.

Violations and Fines

All traffic fines are paid online through the Coastal Alabama Community College website under the Safety and Security link. All fines are doubled if not paid within 30 days from the date shown on the ticket. The following schedule of penalties will be applied to violators of these parking regulations.

STUDENT HANDBOOK

$25 Fines:

- No Decal
- Unauthorized parking in visitor areas
- No parking zone
- Smoking violation
- Decal improperly displayed
- Improper parking
- Stop Sign violation
- Unauthorized parking in Faculty and Staff parking areas
- Excessive noise from vehicle (city and campus noise violation)
- Unauthorized parking in President/Vice-President/Dean/Authorized College Vehicle parking areas

Fines for other violations:

- Reckless driving and/or speeding – $25.00 minimum
- Unauthorized parking in handicap areas – $100.00

Vehicles violating parking regulations may be wheel locked or towed away. Wheel locking fee is $50.00 plus cost of fine. Towing cost will be assessed by wrecker service.

CAMPUS POLICE REPORT

DISCLOSURE OF CAMPUS POLICE POLICIES AND STATISTICS

The information contained in this disclosure document is provided by Coastal Alabama Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the appropriate supervisor in Student Services.

EMERGENCY NOTIFICATION SYSTEM & TIMELY WARNINGS - EMERGENCY RESPONSE POLICY

Students at Coastal Alabama Community College will be notified of emergencies, inclement weather and other safety messages through the College's mass notification systems. Students are encouraged to sign up on these systems and to maintain accurate information on their student accounts to ensure they will receive these important messages.

Coastal Alabama Community College uses the RAVE Mobile Safety Alert System to notify students (both pre-registered and registered) and faculty/staff of emergency situations and important College notices. The Coastal Alabama Police Department works closely with the Office of College Relations to determine when and how an alert will be issued. The current situation will be monitored, and College officials will determine the type of notice, if any, that will be sent. The Office of College Relations' staff has the charge of issuing an alert upon the decision of College Police, select administrators or the President of Coastal Alabama Community College. The Student Services Office monitors affects on students; the Administrative Services Office monitors weather and campus situational analysis; the College Police Department monitors the safety and security of the College community; and, the Office of College Relations, which houses the Public Information Office, communicates with each individual or office to stay abreast of developing situations. The President is notified and informed of situations throughout the lifetime of the occurrence(s).

In the event of a significant emergency situation, Coastal Alabama Community College will send an emergency notification via text message, voice-to-text and/or e-mail. The Clery Act defines a significant emergency situation as an immediate threat, such as a fire, health outbreak, inclement weather, gas leaks, etc.

Some situations do not require an emergency notification if they are not causing imminent danger to the College community. Examples of these situations include power outages and strings of larcenies, as defined by the Clery Act. Students may receive a notification through the RAVE Alert System, even in the event of a non-emergency situation. These types of notifications are called Timely Warnings. The Office of College Relations, with other key College officials, will determine what type of alert should be sent.

Any type of emergency notification or timely warning will include pertinent information for the College community to respond to or to be aware of a current situation. Information included in notifications do not compromise any type of criminal investigation but do include information to allow individuals to respond appropriately. For instance, if there is a suspect of a crime on campus, descriptive details regarding the individual's appearance or attire will be included. Evacuation or lockdown information may also be included should the situation require those types of responses.

Coastal Alabama Community College, without delay, and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Testing Emergency Procedures and Notifications - Coastal Alabama Community College frequently tests emergency

procedures and notifications. Each fall, the College sends an annual notice to students, faculty and staff via the RAVE Mobile Alert System. In addition, the College performs routine drills and evacuations annually. The College may choose to coordinate these tests, announced or unannounced.

The Coastal Alabama Police Department also performs active shooter drills for faculty, staff and students. These exercises are performed during professional development sessions for employees and during training for specific student groups, such as Resident Assistants. All drills will be documented through the College Police Department.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

1. It is the policy of Coastal Alabama Community College that any criminal act, or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the main campus of, any branch campus of, or any other site operated by, Coastal Alabama Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to Campus Police. If Campus Police is not available, then call 911.

2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Coastal Alabama Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph 1 above.

3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in paragraph 1 above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Coastal Alabama Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

4. The Campus Police Department is under the supervision of the Vice-President of Student Services. The main Police Office is located on Hammond Circle on the Bay Minette Campus. The Chief of Police is responsible for the management of the Campus Police Department and reports to the Vice-President of Student Services. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.

MISSING PERSON POLICY

The purpose of this policy it to establish procedures for the College's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. For purposes of this policy, a Coastal Alabama Community College residential student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation or has been with persons who may endanger the student's welfare. It is the policy of the Coastal Alabama Community College Police Department to actively investigate any report of a missing person(s) as defined. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

I. Procedures for designation of emergency contact information
   a. Residential students age 18 and above and emancipated minors: Student will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
   b. Residential students under age 18: Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the residential student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
II. Official notification procedures for missing persons

a. Any individual on campus who has information that a residential student may be a missing person must notify Coastal Alabama Police as soon as possible.

b. Coastal Alabama Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last seen wearing, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, and class schedule, etc.). Appropriate Coastal Alabama staff will be notified to aid in the search for the student. If the student is determined missing, the Coastal Alabama Police will issue a Regional Welfare Alert for the missing person through the National Crime Information Center (NCIC). Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

c. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing (e.g., witnessed abduction) person, the Coastal Alabama Community College Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.

d. No later than 24 hours after determining that a residential student is missing, the Vice-President and/or Dean of Student Services, or designee, will notify the emergency contact (for students 18 or older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. All inquiries to Coastal Alabama Community College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Coastal Alabama Community College Campus Police immediately.

SECURITY OF CAMPUS FACILITIES

The Campus Police Department provides continuous year-round security and enforcement to the College community. Regular patrol is provided with access to municipal emergency services. Campus Police Officers are certified by the State Peace Officers Standards and Training Commission and are sworn with all of the powers of a peace officer of Alabama. The Campus Police work in close cooperation with other local law enforcement agencies. Campus Police can be contacted by calling 251-580-2222, or 911. Whether one is a victim or a witness, one should report a crime or suspicious activity or any other emergency on campus. It is important to provide the following information when calling:

▪ Name;

▪ Location of the incident;

▪ A description of the individual or any vehicles involved in the incident, especially a license plate number.

Outdoor lighting is a priority for campus safety/security. The College has attempted to insure that all areas of the campus are well-lighted, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students. The Campus Police officers make regular "lights out" reports of all street, sidewalk and parking lot lights, to insure speedy light replacement. Students and staff members are encouraged to report any areas that they feel need additional lighting or lights that need replacing.

After dark, individuals are encouraged not to go out alone.

BUILDING SECURITY

All academic buildings are open by 7 a.m. Monday through Friday and are locked by 10:30 p.m. Monday through Thursday and 5 p.m. on Friday. Administrative and academic buildings are normally locked on Saturday and Sunday.

All buildings will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day. The dean or department head who has a need for a classroom, laboratory, or office to be opened after the normal closing time of the building should follow the Facilities reservation guidelines. Students should not be in buildings alone after normal closing hours. Buildings are secured by Campus Police who make regular checks of each building to insure that they remain locked.

Off-campus sites: In compliance with the Campus Security Act of 1990, off-campus sites will establish linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:

▪ Local police will submit on a timely basis to the Regional Campus reports of all criminal incidents which occur at other campus sites.

▪ Campus Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.

▪ Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.

A. Fairhope Campus:

1. Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on

campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office (251) 990-0420

(c) The Fairhope Police Department at (251) 928-2385.

Building Security: All buildings on the Fairhope Campus will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

B. Gulf Shores Campus:

1. Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

   (a) 911;

   (b) Campus Office at (251) 968-3104; or

   (c) The Gulf Shores Police Department at (251) 968-2431.

Building Security: The buildings at the Gulf Shores Campus will be secured as soon as possible after the office closes or after the last class of the day.

C. Brewton

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office at (251) 867-4832; or

(c) The Brewton Police Department at (251) 867-3212

Building Security: The buildings at the Brewton Campus will be secured as soon as possible after the office closes or after the last class of the day.

D. Atmore

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office at (251) 368-8118; or

(c) The Atmore Police Department at (251) 368-9141

Building Security: The buildings at the Atmore Campus will be secured as soon as possible after the office closes or after the last class of the day.

E. Monroeville

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office at (251) 575-3156; or

(c) The Monroeville Police Department at (251) 575-3246.

Building Security: The buildings at the Monroeville Campus will be secured as soon as possible after the office closes or after the last class of the day.

F. Thomasville

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office at (334) 636-9642; or

(c) The Thomasville Police Department at (334) 636-2174 .

Building Security: The buildings at the Thomasville Campus will be secured as soon as possible after the office closes or after the last class of the day.

G. Gilbertown

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office at (251) 843-5265 ; or

(c) Gilbertown Police Department at (251) 843-2766 .

Building Security: The buildings at the Gilbertown Campus will be secured as soon as possible after the office closes or after the last class of the day.

H. Jackson

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on

campus. To report a crime or emergency call:

(a) 911;

(b) Campus Office at (251) 246-0010; or

(c) Jackson Police Department at (251) 246-4484.

Building Security: The buildings at the Jackson Center will be secured as soon as possible after the office closes or after the last class of the day.

CAMPUS ACCESS AFTER HOURS

Coastal Alabama Community College facilities are open to students, faculty, and staff during normal hours of operation for approved college and educational purposes. While the college endeavors to provide an open academic environment, college officials and Campus Police are also concerned with providing a safe environment and may request to see your student identification card at any time. After regular operating hours or when the campus is closed, Campus Police may, at their discretion, deny access to anyone who is unable to produce proper identification; to anyone they believe has no legitimate business on campus; or to anyone whose presence causes a safety concern to themselves or others.

ACCESS TO CAMPUS FACILITIES

All buildings are open by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to ensure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. Campus Police personnel report light outages to the college maintenance department for light replacement. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

College officials and Campus Police are concerned with providing a safe environment and may request to see your faculty, staff or student identification card at any time.

Campus Law Enforcement Policies and Procedures

1. Officers shall at all times abide by the Peace Officer's Code of Ethics and take appropriate action to preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the laws of the United States, the State of Alabama and regulations of Coastal Alabama Community College.

2. Violation of rules: Violation of College rules and regulations or criminal offenses are reported in writing to the Vice-President and/or Dean of Student Services. College regulations, disciplinary actions, and disciplinary procedures are outlined in the College Catalog and Student Handbook.

3. Room searches: College Jurisdiction: If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state or local laws, or College regulations. Any room search, except one conducted by law enforcement officers with dully issued search warrants, must be approved by the Vice-President and/or Dean of Student Services.

4. Code of Conduct: Officers are expected at all times to abide by the Coastal Alabama Community College Police Department Code of Conduct.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (EFFECTIVE MARCH 7, 2014)

VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person: A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, and (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: A) Fear for his or her safety or the safety of others; or B) Suffer substantial emotional distress.

IDENTIFICATION OF CAMPUS SECURITY AUTHORITY PERSONNEL

Who is Campus Safety Authority (CSA)? A campus safety authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including campus security officers, athletic coaches, Student Development staff, professional staff, and staff advisors in student clubs and organizations.

Who is not a campus safety authority CSA? A faculty member or instructor who does not have responsibility for a student or campus activity beyond the classroom is not a CSA. The following positions are also not considered campus safety authority: clerical staff, bookstore staff, facilities or maintenance staff.

SEXUAL ASSAULT POLICY

Coastal Alabama Community College does not tolerate sexual misconduct such as sexual harassment, sexual assault, stalking, intimate partner violence, or any other of the prohibited sexually related behaviors discussed herein below. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will be subject to appropriate disciplinary action including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of conduct prohibited under this policy, and criminal prosecution or civil court actions may take place independently of any disciplinary action instituted by the College. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The U.S. Congress has also adopted subsequent legislation to enhance and/or apply in conjunction with Title IX. The College will respond to complaints or reports about conduct prohibited under this policy with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. The College has an obligation to make reasonable efforts to investigate and address complaints or reports of sexual misconduct, whenever it becomes aware of such a complaint or report. Once made aware, the College must conduct an investigation regardless of how the information was brought to the College's attention or the extent to which the complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to resources that they may use for support and guidance without initiating College action. Retaliation against anyone involved in filing an internal complaint under this policy, filing an external complaint, participating in the internal disciplinary process, or opposing in a reasonable manner an act believed to constitute a violation of this policy, is prohibited and will not be tolerated. In light of these commitments, the College has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, intimate partner violence, stalking, and related retaliation. In a case of alleged sex or gender discrimination or sexual misconduct, this policy supersedes policies and procedures for other forms of misconduct. In addition to this policy, a Coastal Alabama employee or student who is a victim of any misconduct that constitutes a violation of Title IX shall also be covered by the State of Alabama Board of Education's Title IX grievance policy (Policy No. 620.01) that has been adopted for institutions within the Alabama Community College System.

A. **Sexual Assault Victims' Bill of Rights** All members and representatives of the College community are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults or other misconduct described herein:

1. The Right to Human Dignity Victims shall:
   - Be treated with fairness and respect for their dignity.
   - Have their privacy honored.
   - Have their allegations of sexual assault or other misconduct treated seriously.
   - Be free from any suggestion that they are responsible for the sexual assaults or other misconduct committed against them.
   - Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct.
   - Be free from unwanted pressure from campus personnel to:
   - Report sexual assaults or other misconduct if they do not wish to do so.
   - Report sexual assaults as less serious offenses.
   - Refrain from reporting sexual assaults or other sexual misconduct for any reason, including the fear of unwanted personal publicity.

2. The Right to Resources On and Off Campus Victims of whom the College shall have become aware shall:

- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously.
- Be notified of existing campus and community-based medical, counseling, mental health services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities.
- Have the right to know that there will not be a monetary charge for filing criminal or College disciplinary complaints.
- Have access to campus counseling and be informed of additional information about resources and options to aid in recovery.
- Be informed of and assisted in exercising:
- Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy.
- Any rights to preventive measures such as HIV prophylaxis.
- Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects.

3. The Right to Campus Judicial Proceedings Victims have the right to:
- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them or engaging in other misconduct toward them is covered by this policy.
- Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused.
- Have a person of their choice accompany them throughout the disciplinary hearing.
- Remain present during the entire proceeding, whenever possible. Alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing.
- Be heard at the proceeding.
- Be assured that their irrelevant past sexual history will not be discussed during the hearing.

4. The Right to Law Enforcement and Campus Intervention
- Reports of sexual assault will be subject to being investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of a reported sexual assault; "No contact" orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the College receives notice of a complaint;
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by any victim's alleged assailant(s);
- Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

5. Note: Statutory Mandates Nothing in this Victims' Bill of Rights statement shall be construed to preclude or in any way restrict the College from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the College will take care not to identify the victim. Nothing in this statement shall be construed to preclude or in any way restrict the College from issuing a Timely Warning when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices but, in certain cases of continuing danger, the College may identify the suspect, assailant, or the address where the crime occurred.

B. **College's Title IX Coordinators** The Vice-President of Student Services serves as the Title IX Coordinator for student complaints brought under this policy. Student complaints should be directed to Mike Nikolakis, Vice-President of Student Services, in person or by campus phone or personal cell at 251-580-2122. The Vice-President of Human Resources serves as the Title IX, Coordinator for employee complaints. Employee complaints should be directed to Laura Burks, Vice-Presidnet of Human Resources, in person or by campus phone or personal cell at 251-580-2144. The Title IX Coordinators will be informed of all complaints or reports of violations of this policy, and oversees the College's centralized response to ensure compliance with Title IX, the 2013 Amendments to the Violence Against Women Reauthorization Act (VAWA), and any other applicable Federal or State statute or regulation related to sexual misconduct on campus.

The Title IX Coordinator's activities include (but are not limited to):

- Communicating with all members of the College community regarding Title IX and VAWA, and providing information about how individuals may access their rights provided under those statutes.
- Reviewing applicable College policies to ensure institutional compliance with Title IX and VAWA.
- Monitoring the College's administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements.
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy.
- Responding to any complaint or report regarding conduct that violates this policy. In this capacity, the Title IX Coordinators oversee the investigation and resolution of such alleged misconduct, direct the provision of any remedial measures, and monitor the administration of any related appeal.

C. **Scope of This Policy** This policy governs the conduct of: students, employees, and third parties (i.e., non-members of the College community, such as vendors, alumni/ae, visitors, or local residents). Third parties are both protected by and subject to this policy. A third party may make a complaint or report of a violation of this policy committed by a member of the College community. A third party may also be permanently barred from the College or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on College property (i.e., on campus) or at College-sanctioned events or programs that take place off campus. All actions by a member of the College community that involve the use of the College's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. This policy also applies to conduct that occurs off College property (i.e., off campus) when the conduct is associated with a College-sponsored program or activity, or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on the relevant facts of each individual case.

D. **Prohibited Conduct** In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

1. Sexual Misconduct - The following behaviors constitute sexual misconduct and are prohibited under this policy. All forms of sexual misconduct are serious offenses and will be subject to appropriate College disciplinary procedures. Sexual misconduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious and may result in academic expulsion, or termination of employment. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation of this policy.

   - Non-Consensual Sexual Penetration (commonly referred to as rape): Any act of vaginal or anal penetration by a person's penis, finger, other body part, or an object; or oral penetration by a penis, without consent.
   - Non-Consensual Sexual Contact (commonly referred to as sexual assault): Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
   - Sexual Exploitation: Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations).
   - Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
   - Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature. Examples may include obscene or sexually offensive gestures, comments or other behavior that would be considered lewd or lascivious by a person of reasonable sensitivity.

2. Other Prohibited Behaviors - Behaviors as described below are also prohibited under this policy:

   - Domestic Violence in the Context of Intimate Relationships: Domestic violence means any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, household or dating

or engagement relationship members.
- Intimate Relationship Violence (also known as dating violence or intimate partner violence): Acts of violence, threat or intimidation that harm or injure a partner in a current or former intimate relationship (defined below). These acts may be physical, emotional/psychological, or sexual in nature. Intimate relationship violence can be a single act or pattern of behavior.
- Dating Violence: The term dating violence is not defined by Alabama law, as such. However, the term dating violence is incorporated into the definition of domestic violence because the definition of domestic violence includes "dating or engagement" relationships.
- Stalking: A course of conduct (i.e., more than one act) directed at a specific person that would cause a reasonable person to feel fear for her, his, or others' safety, or to suffer substantial emotional distress. Acts that together constitute stalking may include, but are not limited to; pursuing or following of a person electronically via social media websites or in person; non-consensual (unwanted) communication by any means (included but not limited to letters, cards, photos, text messages, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

Retaliation: Any attempt to seek retribution against, or cause harm or undue discomfort to, an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or College controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their College responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

3. Terminology - The following definitions clarify key terminology as used throughout the policy:
- Intimate Relationship: An intimate relationship is a short- or long-term relationship between persons of any gender that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships may include (but are not limited to) marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between persons with a child in common.
- Consent and Incapacitation: In reviewing possible violations of sexual misconduct, the College considers consent as the voluntary, informed, un-coerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner knowingly, willfully, and affirmatively chooses to participate in the activity. Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one person overcomes the physical limitations of another person; when the person against whom an action is taken is induced by fraud or deceit; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation. Important points regarding consent include:
  - Consent to one act does not constitute consent to another act.
  - Consent on a prior occasion does not constitute consent on a subsequent occasion. The existence of a prior or current relationship does not, in itself, constitute consent.
  - Consent can be withdrawn or modified at any time.
  - Consent is not implicit in a person's manner of dress.
  - Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent to any further activity.
  - Silence, passivity, or lack of resistance does not necessarily constitute consent.
  - Initiation or acceptance of a sexually-related behavior described herein by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent. In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions.

The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

- Victim: A person who has been the subject of prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.
- Complainant: A victim who has made a complaint of a violation of this policy, or on whose behalf a complaint was made or a disciplinary action was initiated.
- Respondent: The term respondent refers to the individual(s) who has been accused of prohibited conduct. Third party: The term third party refers to any individual who is not a College student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents). Being a third party does not preclude a person from coverage by this policy, even where the person may not be subject to internal disciplinary action by the College. A third party who is a victim shall have the right to report and have investigated any complaint made hereunder; and a third party who is a respondent found to have violated this policy may be permanently barred from College campuses and/or activities, or subject to other reasonable actions by the College.

E. **Confidentiality, Privacy, and Related Responsibilities** The College is committed to protecting the privacy of all individuals involved in a report of sexual assault, sexual violence, and stalking or intimate partner violence. All College employees who are involved in the College's Title IX response receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Issues of privacy and confidentiality play important roles in this policy, and may affect individuals differently. Requests for confidentiality may limit the College's ability to conduct an investigation. In some circumstances, the reporting responsibilities of College employees, or the College's responsibility to investigate, may conflict with the preferences of the complainant and/or respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities in determining their preferred course of action. In any situation where a party's desire for confidentiality is in conflict with Federal or State reporting requirements, the College shall be obligated to fulfill its duty to comply with applicable laws and regulations.

Privacy and confidentiality are related but the following definitions clarify the terminology as used throughout the policy.

1. Privacy: Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

2. Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others. When a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

3. Request for Confidentiality: Where a Complainant requests that his/her name or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought. The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinators will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), the Title IX requirements, or other applicable Federal or State laws or regulations.

4. Responsibility to Report: In emergency situations, if there is a suspected crime in progress, or imminent or

serious threats to the safety of anyone, students, faculty and staff members must immediately contact the College Police Department by dialing 251-580-2222 or by dialing 911 from an on-campus telephone or personal cell phone. In non-emergency situations, students, faculty, and staff members must promptly report suspected violations to the appropriate officials. A victim may choose not to make a complaint or report in his or her own case, even if the victim otherwise has reporting obligations by virtue of being a faculty member, staff member, or Residential College Adviser. However, the victim shall not have the option of prohibiting the College from carrying out any investigative or reporting duty or responsibility that it may have under applicable laws and regulations.

5. Release of Information: If Coastal Alabama Community College becomes aware of a serious and continuing threat to the campus community, the College will issue a timely notification to protect the health or safety of the community. The College is required to publicly disclose reported incidences of sexual misconduct in the daily crime log and annual security report. In addition, the College may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the College release the name or other personally identifiable information of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

F. **Support Resources** A complainant or witness has many options, including counseling, filing an internal complaint, and/or filing a criminal complaint. The College recognizes that deciding among these options can be difficult. Complainants and witnesses are encouraged to seek assistance before deciding how to proceed.

The following resources are available to provide support and/or receive complaints or reports.

1. Emergency Resources and Law Enforcement

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. Contact information for law enforcement officials and medical treatment facilities are as follows:

2. Area Police/Sheriff Departments:
Bay Minette: 251-937-4037
Fairhope: 251-928-2385
Gulf Shores: 251-968-2431
Baldwin County Sheriff's Office: 251-937-0200
Brewton: 251-867-3212
Atmore: 251-368-3784
Escambia County Sheriff's Office: 251-368-4779
Monroeville: 251-575-3246
Monroe County Sheriff's Office: 251-575-2963
Thomasville: 334-636-2174
Clarke County Sheriff's Office: 251-275-8156
Gilbertown: 251-843-2766
Choctaw County Sheriff's Office: 205-459-2166

3. Area Hospitals:
North Baldwin Infirmary, Bay Minette: 251-937-5521
Thomas Hospital, Fairhope: 251-928-2375
South Baldwin Hospital, Foley: 251-949-3400
DW McMillan Hospital: 251-867-8061
Grove Hill Memorial Hospital: 251-275-3191
Monroe County Hospital: 251-575-3111
Atmore Community Hospital: 251-368-2500
Rape Crisis Center: 251-473-7273 / 251-928-9500 - The Center provides immediate medical attention and counseling. This includes the collection of personal physical evidence and a blood test for sexually transmitted diseases. Counseling, in an on-going basis, is available after the incident.

4. Alabama Crime Victims' Compensation Commission: 1-800-541-9388

In non-emergency situations, students living in College-managed housing must promptly report suspected violations to the appropriate officials as follows:

▪ Resident Assistant or Housing official is notified of assault
▪ Residence Hall Director, Danielle Brown: 251-580-2174 or 251-580-2178
▪ Director of Housing and Regional Special Events, Linda Caldwell: 251-580-2121

G. Options for Complainants and Other Reporting Parties The College encourages all individuals to report any alleged or suspected violation of this policy to the appropriate Title IX Coordinator, and to report potential criminal conduct to law enforcement. Anyone who seeks to make a complaint or report may:
- Request interim measures from the Title IX Coordinators (see H. below);
- File a complaint or report with the Title IX Coordinators, thereby invoking the College's internal disciplinary process (see I. below);
- Contact the Coastal Alabama Police Department 251-580-2222 for assistance in filing a criminal complaint and preserving physical evidence (see F. above); and/or
- Contact local law enforcement to file a criminal complaint (see F. above). An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting persons are encouraged to seek assistance from support resources.

H. Interim Measures Upon receipt of a complaint or report of a violation of this policy, the College will make good faith efforts to provide reasonable and appropriate interim measures designed to preserve the complainant's educational experience, the safety of all parties and the broader College community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. The College may provide interim measures regardless of whether the complainant seeks formal disciplinary action. Interim measures may include:
- Access to counseling services and assistance in arranging an initial appointment.
- Rescheduling of exams and assignments.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Change in work schedule or job assignment.
- Change in campus housing.
- Providing medical services.
- Imposition of an on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other reasonable remedy that can be used to achieve the goals of this policy. Any interim measures will not disproportionately impact the complainant. Requests for interim measures may be made by or on behalf of the complainant to any College official, including the Title IX Coordinators. The Title IX Coordinators are responsible for ensuring the implementation of interim measures and coordinating the College's response with the appropriate offices on campus. All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a College-imposed measure.

I. Filing a Complaint or Report with the Title IX Coordinators Individuals are encouraged to report any alleged violation of this policy, whether the reporting party is the alleged victim, or the alleged victim is another person who the reporting party has reason to believe has been subjected to misconduct prohibited by this policy. Such reports should be made directly to the appropriate Title IX Coordinator. In order to do so, individuals may schedule an appointment with the Title IX Coordinator.

Timeliness of Report: Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the College's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the complaint or report, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The College shall also reserve the right to take the complaint into consideration in the event that the respondent should ever again attempt to become a student or employee of the College.

J. Investigations and Disciplinary Procedures in General for This Policy The College is committed to providing a prompt and impartial investigation of all alleged violations of this policy. During the disciplinary process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to be accompanied by an adviser of their choice, and to appeal. The College will concurrently provide both parties with written notification of the outcome of the process and any appeal. With regard to any proposed disciplinary action against a student or an employee, the action shall be carried out in accordance with applicable student or employee disciplinary laws, regulations, policies, and procedures.

1. Responsibility to Investigate

   In order to protect the safety of the campus community, the Title IX Coordinators may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The Title IX Coordinators may need to proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinators will take into account the complainant's articulated concerns, the best interests of the campus community, fairness to all individuals involved, and the College's obligations under Title IX. This policy differs from Alabama criminal law. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

2. Initial Assessment of Complaints

   The investigative process is initiated when the Title IX Coordinators receives a complaint or report of a violation of this policy. The Title IX Coordinators will conduct an initial assessment. Following the initial assessment, the Title IX Coordinators may take any of the following actions:

   - If the Title IX Coordinators determines that the complaint, even if substantiated, would not rise to the level of a policy violation, the Title IX Coordinators may dismiss the complaint.
   - If the Title IX Coordinators determines that the complaint is outside the scope of this policy, the Title IX Coordinators may refer the complaint to another office for review.
   - If the Title IX Coordinators determines that the complaint or report would, if substantiated, constitute a violation or this policy, the Title IX Coordinators will determine appropriate interim measures and initiate an investigation.

3. Timeframes of Any Related Disciplinary Proceedings

   Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.

4. Cooperation with Investigation and Disciplinary Procedures

   Coastal Alabama Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures, including the preservation of all material evidence by the alleged victim. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information, and delaying or failing to make oneself available for meetings with College officials. It is understood that there may be circumstances in which a complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation regardless of the complainant's wishes. If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached in accordance with the preponderance of evidence standard with respect to all available credible evidence in support of or contrary to the alleged conduct, and the College will take such action or actions as are appropriate to findings supported by the evidence. The College will not, however, draw any adverse inference from a respondent's silence.

5. Sexual History

   The sexual history of the complainant and/or the respondent will generally not be used in determining whether a violation of this policy has occurred. However, in certain circumstances, the sexual history between parties may have limited relevance. For example, if consent is at issue, the sexual history between the parties may be relevant to determining whether consent was sought and given during the incident in question, although it must be remembered that even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, under very limited circumstances, sexual history may be relevant to explain injury, to provide proof of a pattern, or for another specific question raised by an allegation or in defense against an allegation.

6. Consolidation of Investigation

   The Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

7. Circumstances Relating to Misconduct Affecting Health or Safety

   In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the College to carry out its essential

operations is seriously threatened or impaired, the president or an authorized representative may summarily suspend, dismiss, or bar any person from the College, subject to a post-action review on the action taken by the College. In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate College authority

K. Making a Criminal Complaint to Law Enforcement

At the complainant's request, the College will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process. See F. above for contact information related to law enforcement.

L. Disciplinary Action When the Respondent Is a Student

In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against the respondent(s). Persons found responsible for sexual assault may expect disciplinary actions up to and including dismissal from the College. Policies and procedures contained in the Student Code of Conduct will be followed in all disciplinary procedures.

M. Disciplinary Action When the Respondent Is an Employee

In addition to any criminal or civil actions which may be pending or in process, the College reserves the right separately pursue appropriate disciplinary action against the respondent(s). For violations of this policy by faculty or staff members, disciplinary penalties may include (in accordance with the employment laws, regulations, and policies governing the employee in question) counseling or training, written warning, formal reprimand, suspension with or without pay, demotion, or termination. The College also reserves the right to place an accused employee on paid administrative leave during the pendency of the investigation and/ or hearing of an allegation of a violation of this policy.

N. Disciplinary Procedures When One Party is a Member of the College Community and the Other Party is a Non-Member of the College Community

When a third party, (i.e., a non-member of our College community) is involved as a complainant or a respondent, the College will use disciplinary procedures that are generally consistent with the disciplinary procedures stated in sections D and E, appropriately modified based on the particular circumstances involved and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

O. Other Investigation and Resolution Procedures

If a complaint or report of conduct prohibited by this policy is made against multiple individuals, an office, or the College in general, the Title IX Coordinators will review the matter and take appropriate action, in accordance with this policy. The Title IX Coordinators may conduct an investigation, using investigative and disciplinary procedures that are generally consistent with those stated in this policy, appropriately modified based on the particular circumstances involved.

P. Reporting and Preservation of Information

Each respective Title IX Coordinator will be responsible for the preservation of the records involved in every complaint received, and investigation and hearing conducted, under this policy and shall further be responsible for ensuring that all reports are made to such Federal and State agencies as are required to be notified under Title IX and related laws and regulations. In conjunction with ensuring that the required reports are made on a timely basis, the respective Title IX Coordinator shall notify the President of the appropriate reports having been made.

NON-DISCRIMINATION POLICY

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment. The College encourages any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Any students or employees found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant, suspension or expulsion for said students and employees. Coastal Alabama Community College complies with nondiscriminatory regulations under Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA), Title IV, VI, and IX of the Civil Rights Act. Questions or concerns regarding Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA) should be directed to the ADA Coordinator on the appropriate campus.

The President of Coastal Alabama Community College has assigned responsibility for Titles IV, VI, and IX as follows:

▪ Students with questions or any concerns, including discrimination or harassment, that are academic in nature should contact the Vice-President of Instruction and Workforce Development, (251) 580-2289.

▪ Students with questions or any concerns, including discrimination or harassment, that are non-academic in nature should contact the Vice-President of Student Services, (251) 580-2122.

▪ Employees and other individuals who have questions or any concerns, including discrimination or harassment, should contact the Vice-President of Human Resources, (251) 580-2144.

These individuals can be contacted at the following address: Coastal Alabama Community College, 1900 U.S. Highway 31 South, Bay Minette, Alabama, 36507. Information on the College's nondiscrimination policy will be made available in large type upon request. Also this information will be read to any person making the request. Also, the College will distribute the statement in languages other than English, as necessary.

HARASSMENT POLICY

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such harassment is a violation of Alabama Community College Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Harassment of employees or students by non-employees is also a violation of this policy. Harassment is a violation of College policy and will not be ignored, tolerated or condones.

If an individual is confronted with what he or she considers to be harassment, the following courses of action are available:

▪ Take personal action either in person or by letter stating that the behavior is neither humorous, not welcome, and should cease immediately;

▪ Request informal third-party mediation from a friend or colleague; or

▪ File a formal grievance in accordance with the College's Grievance and Appeal Policy.

Student Grievances. The Vice-President of Student Services has been designated as the Title IX Coordinator and Grievance Officer for students. Any student who has questions, concerns, complaints or grievance, should contact the Vice-President of Student Services or the appropriate Dean of Student Services on his/her campus.

Faculty and Staff Grievances. The Vice-President of Human Resources has been designated as the Title IX Coordinator and the Grievance Officer for employees. Any employee who has questions, concerns, complaints or grievance, should contact Human Resources, 251-580-2144, or the Vice-President of Instruction and Workforce Development 251-580-2289 or the appropriate Instructional Officer on his/her campus.

Coastal Alabama Community College Contact Numbers:

Campus Police: 251-580-2222

Police Chief: 251-580-2221

Student Services (Student Complaints): 251-580-2122 (Bay Minette, Fairhope, Gulf Shores), 251-809-1592 (Brewton, Atmore), or 251-575-8227 (Monroeville, Thomasville, Gilbertown, Jackson)

Human Resources (Employee Complaints): 251-580-2144

STANDARDS OF CONDUCT RELATED TO POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Coastal Alabama Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, influence, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Coastal Alabama Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an

employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior. If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

The alcohol and drug awareness program will be owned by the Police Department to ensure federal compliance.

LEGAL SANCTIONS

Legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs.

1. State Offenses: Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

- Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs.
- Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V.

The Schedules may be found in Code of Alabama (1975), sec. 20-2-23, et seq.

a. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975] sec. 13A-11-10).

b. Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of $25 - $100 or a 30 day jail term. (Code, sec. 28-1-5).

c. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of $50 - $100 and, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-4-20, et seq).

d. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of $100 - $1,000 plus, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-1-1).

e. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable upon the first conviction, by a fine of $250 - $1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code, sec. 32-5A-191).

f. Possession of marijuana for personal use is punishable by a fine of up to $2,000 and/or a jail sentence of up to one year. (Code, sec 13A-12-214).

g. Possession of marijuana for other than personal use is punishable by a fine of up to $5,000 and a prison sentence of not more than ten years. (Code, sec. 13A-12-213).

h. The selling, furnishing, or giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $10,000 and/or a prison term of not more than 20 years. (Code, sec. 13A-12-211).

i. The selling, furnishing, or giving by a person 18 years or older to a person under the age of 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $20,000 and/or prison term of up to life. (Code, sec. 13A-12-215).

j. Possession of a controlled substance enumerated in Schedule I-V is punishable by a fine of not more than $5,000 and/or a prison term of not more than 10 years. (Code, sec. 13-12-212).

k. Conviction for an unlawful sale of a controlled substance in or, within a three-mile radius of, an educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code, sec. 13A-12-250).

l. The use, or possession with intent to use, of drug paraphernalia is punishable by up to three months in jail and/or a fine of up to $500. (Code, sec. 13A-12-260).

m. The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by no more than 10 years in prison and/or fine of up to $5,000. If delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to $10,000. (Code, sec. 13A-12-260).Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

2. Federal Offenses: Activities which violate Federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following: 21 U.S.C. 841 makes it a crime:

a. to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or

b. to create, distribute, or dispense, or counterfeit substance.(The U.S. Code establishes, and authorizes the U.S.

Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in Schedule I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbital is a Schedule IV drug. An example of Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams).

The penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:

a. In case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine or not more than $25,000, or both.

b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than $15,000 or both.

c. In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than $10,000 or both.

d. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than $5,000 or both.

e. Notwithstanding subparagraphs (a) through (b) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than $5,000.

f. Notwithstanding subparagraph (a) through (b) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, "angel dust") is punishable by up to ten (10) years in prison and/or a fine of not more than $25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

3. Local Ordinances: The State of Alabama Code has been adopted locally.

HEALTH RISKS OF DRUG AND ALCOHOL USE AND ABUSE

Following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

1. **Cannabis**
   a. Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
   b. Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

2. Cocaine
   a. Includes cocaine in powder form and "crack" in crystalline or pellet form.
   b. Cocaine stimulates the central nervous system.

Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

3. Other Stimulants
   a. Includes amphetamines and methamphetamines (speed); phenmetrazine (Preludin); methylphenidate (Ritalin); and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-State, etc.
   b. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and

decreased appetite.

In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

4. Depressants

a. Includes such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, etc.

b. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death.

The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

5. Narcotics

a. Includes such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphine (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.

b. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

6. Hallucinogens

a. Includes phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline, peyote, and psilocybin.

b. Phencyclidine ("PCP"), interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check.

Because the drug blocks pain receptors, violent PCP episodes may result in self- inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid ("LSD"), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

7. Inhalants

a. Includes such substances as nitrous oxide ("laughing gas"), amyl nitrite, butyl nitrite, chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).

b. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite.

Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage. Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can

cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

8. Designer Drugs
    a.   Designer drugs include analogs of fetanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy"), and analogs of phencyclidine.
    b.   Illegal drugs are defined in terms of their chemical formulas.

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucination, and impaired perception.

9. Alcohol
    a.   Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.
    b.   Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is a "psychoactive", or mind-altering, drug as are narcotics and tranquilizers. It can alter moods, cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech, and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism, and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys, high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

CAMPUS PROGRAMS ON SECURITY, SAFETY, AND ALCOHOL/DRUG EDUCATION

The College has an awareness campaign designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs in New Student Orientation, video presentations, and other special presentations:
    1.   Provide current, accurate information on health risks;
    2.   Provide accurate information on symptoms of illegal drug/alcohol abuse;
    3.   Promote an institutional climate that discourages the use of illegal drugs and/or alcohol;
    4.   Provide information on treatment centers and community agencies for referral;
    5.   Provide in-house counseling for those with alcohol/drug problems;
    6.   Provide accurate information concerning local, state, and federal laws dealing with the use of illegal drugs and alcohol; and,
    7.   Provide a clear explanation of Coastal Alabama Community College's policy on the use of alcohol and/or illegal drugs and including College disciplinary procedures.

CAMPUS POLICE REPORT
DISCLOSURE OF CAMPUS POLICE POLICIES AND STATISTICS

The information contained in this disclosure document is provided by Coastal Alabama Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Vice-President and/or Dean of Student Services.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

    1. It is the policy of Coastal Alabama Community College that any criminal act, or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the main campus of, any branch campus of, or any other site operated by, Coastal Alabama Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to Campus Police, at 251-580-2222. In the event of the absence or unavailability of the Police Chief, the situation should be reported to the Vice-President of Student Services and/or the Dean of Student Services.
    2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available

to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Coastal Alabama Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph 1 above.

3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in paragraph 1 above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Coastal Alabama Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

4. The Coastal Alabama Police Department is under the supervision of the Division of Student Services. The Regional Police Office is located on Hammond Circle on the Bay Minette Campus. The Chief of Police is responsible for the management of the Campus Police Department and reports to the Vice-President of Student Services. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.

SUMMARY OF FIRES REPORTED ON CAMPUS

BAY MINETTE CAMPUS						
	2013	On Campus Housing	2014	On Campus Housing	2015	On Campus Housing
Fires	0	0	0	0	0	0
Injuries	0	0	0	0	0	0
Deaths	0	0	0	0	0	0
* There were no fires reported on Clery Act-defined "Public Property" surrounding the campus during these time periods.						
BREWTON CAMPUS						
	2013	On Campus Housing	2014	On Campus Housing	2015	On Campus Housing
Fires	0	0	0	0	0	0
Injuries	0	0	0	0	0	0
Deaths	0	0	0	0	0	0
* There were no fires reported on Clery Act-defined "Public Property" surrounding the campus during these time periods.						

CAMPUS CRIME STATISTICS

The following are statistics relating to incidents occurring on all campuses and sites operated by Coastal Alabama Community College for the academic years 2013-2015. For the purposes of this report, the definitions expressed below shall apply. These definitions are consistent with those used by the U.S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus shall be based on its designation by the investigating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body.

1. Definitions:
   a. Murder (including non-negligent manslaughter) is the willful killing of one human being by another. Not included in this classification are deaths caused by negligence, suicide, accident, or justifiable homicide, attempted murder and assault to murder shall also be excluded, but will be classified as "aggravated assaults" as defined below.
   b. Rape is the carnal knowledge of a male or female forcibly and against his or her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.
   c. Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
   d. Motor Vehicle Theft is defined as the theft or attempted theft of a motor vehicle. This offense includes stealing of automobiles, trucks, buses, motorcycles, motorscooters, snowmobiles, etc. It does not include

the taking for temporary use by a person having lawful access to the respective vehicle.

BAY MINETTE CAMPUS

Reported Incidents	2013	On Campus Housing	2014	On Campus Housing	2015	On Campus Housing
Murder	0	0	0	0	0	0
Sex Offenses - Forcible	0	1	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	6	6
Burglary	0	0	0	0	1	0
Theft	0	0	0	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

ATMORE CAMPUS

Reported Incidents	2013	2014	2015
Murder	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

BREWTON CAMPUS

Reported Incidents	2013	On Campus Housing	2014	On Campus Housing	2015	On Campus Housing
Murder	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft	0	0	0	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

FAIRHOPE CAMPUS

Reported Incidents	2013	2014	2015
Murder	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

GILBERTOWN CAMPUS

Reported Incidents	2013	2014	2015
Murder	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

GULF SHORES CAMPUS

Reported Incidents	2013	2014	2015
Murder	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

MONROEVILLE CAMPUS

Reported Incidents	2013	2014	2015
Murder	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	2	1
Theft	0	0	0

* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.

STUDENT HANDBOOK

THOMASVILLE CAMPUS

Reported Incidents	2013	2014	2015
Murder	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Theft	0	0	0
* There were no criminal offenses on Clery Act-defined "Public Property" surrounding the campus or Clery Act-defined "Hate Crimes" on campus or on Public Property surrounding the campus during these time periods.			

REPORTING OF OFF-CAMPUS CRIMINAL INCIDENTS OCCURRING AT STUDENT FUNCTIONS

Statistics for the three most recent years by campus: Coastal Alabama Community College's Code of Student Conduct is the code of conduct by which students and organizations are expected to abide. The College expects all students and organizations to be knowledgeable of the Standard of Conduct, and they should be aware that they are expected to conform to the standard of behavior on campus as well as at all College-sponsored events off College premises, such as athletic events, field trips, social activities, etc.

ARREST STATISTICS RELATING TO ALCOHOL, DRUGS, AND WEAPONS

1. Definitions: the arrest statistics stated in this section are subject to the following definitions:

    a. Arrest is the lawful detention by a person with arrest powers of a person for whom there is probable cause to believe violated one of the offenses covered in this section.

    b. A Liquor Law Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.

    c. A Drug Abuse Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.

    d. Weapons Possession shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

2. Statistics on the arrests for liquor law, drug abuse, and weapons violations by campus:

BAY MINETTE CAMPUS

	2013	On Campus Housing	2014	On Campus Housing	2015	On Campus Housing
Total Arrests	**1**	**0**	**0**	**0**	**2**	**2**
Weapons Violations	0	0	1	0	0	0
Drug Violations	1	1	0	0	2	1
Liquor Law Violations	0	0	0	0	0	1
Total Disciplinary Actions	**11**	**2**	**0**	**0**	**19**	**6**
Weapons Violations	0	0	0	0	0	0
Drug Violations	1	0	0	0	16	5
Liquor Law Violations	9	0	0	0	3	1
* There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.						

ATMORE CAMPUS

	2013	2014	2015
Total Arrests	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
Total Disciplinary Actions	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0

*There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.

BREWTON CAMPUS

	2013	On Campus Housing	2014	On Campus Housing	2015	On Campus Housing
Total Arrests	**0**	**0**	**0**	**0**	**1**	**0**
Weapons Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	1	0
Total Disciplinary Actions	**0**	**0**	**0**	**0**	**0**	**0**
Weapons Violations	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

*There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.

FAIRHOPE CAMPUS

	2013	2014	2015
Total Arrests	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
Total Disciplinary Actions	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0

*There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.

STUDENT HANDBOOK

GILBERTOWN CAMPUS

	2013	2014	2015
Total Arrests	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
Total Disciplinary Actions	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
* There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.			

GULF SHORES CAMPUS

	2013	2014	2015
Total Arrests	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
Total Disciplinary Actions	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
* There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.			

MONROEVILLE CAMPUS

	2013	2014	2015
Total Arrests	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
Total Disciplinary Actions	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
* There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.			

THOMASVILLE CAMPUS			
	2012	2013	2014
Total Arrests	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
Total Disciplinary Actions	**0**	**0**	**0**
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Law Violations	0	0	0
* There were no arrests or disciplinary actions on Clery Act-defined "Public Property" surrounding the campus during these time periods.			

CRIME PREVENTION FOR STUDENTS AND EMPLOYEES

The College will provide a program of education designed to instruct all members of the College community on how to better protect themselves and their property. Through campus publications, Orientation, and special presentations, students and employees will become aware of criminally induced dangers and appropriate responses to these dangers.

1. A videos on topics such as sexual assault and response to active shooter scenarios will be shown in the residence halls.
2. A Crime Awareness program is presented.
3. Through in-service workshop programs, employees are taught how to protect themselves and their students.
4. Group meetings and seminars are presented in the residence halls to alert students of security in the residence halls.
5. Guest speakers are invited to campus throughout the year.

TREATMENT FACILITIES

National Council on Alcoholism
1-800-622-2255

National Institute
of Drug Abuse Hotline
1-800-662-4357

National Council on Alcoholism and Drug Dependence
800-622-2255
national@ncadd.org

Substance Abuse and Mental Health Services Administration
877-726-4727

National Alliance for Hispanic Health
1-866-783-2645

Addiction Center
888-585-9923
American Addiction Center
888-984-3206

National Association of Addiction Treatment Providers
888-574-1008

DIRECTORIES

■ DIRECTORIES ■

Coastal Alabama Community College is a part of the state system of Junior, Community, and Technical Colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. The College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College and Jefferson Davis Community College and is under the supervision of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Alabama Community College System Board of Trustees through the Chancellor of the Alabama Community College System.

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M.A. University of Alabama
LLD Honorary, Livingston University

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Ed.D., Auburn University

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